AN AASIS TRAINING GUIDE

Accounts Payable Basics
Direct Invoicing

AASIS Support Center
August 2004

BEST IF PRINTED IN SLIDE VIEW

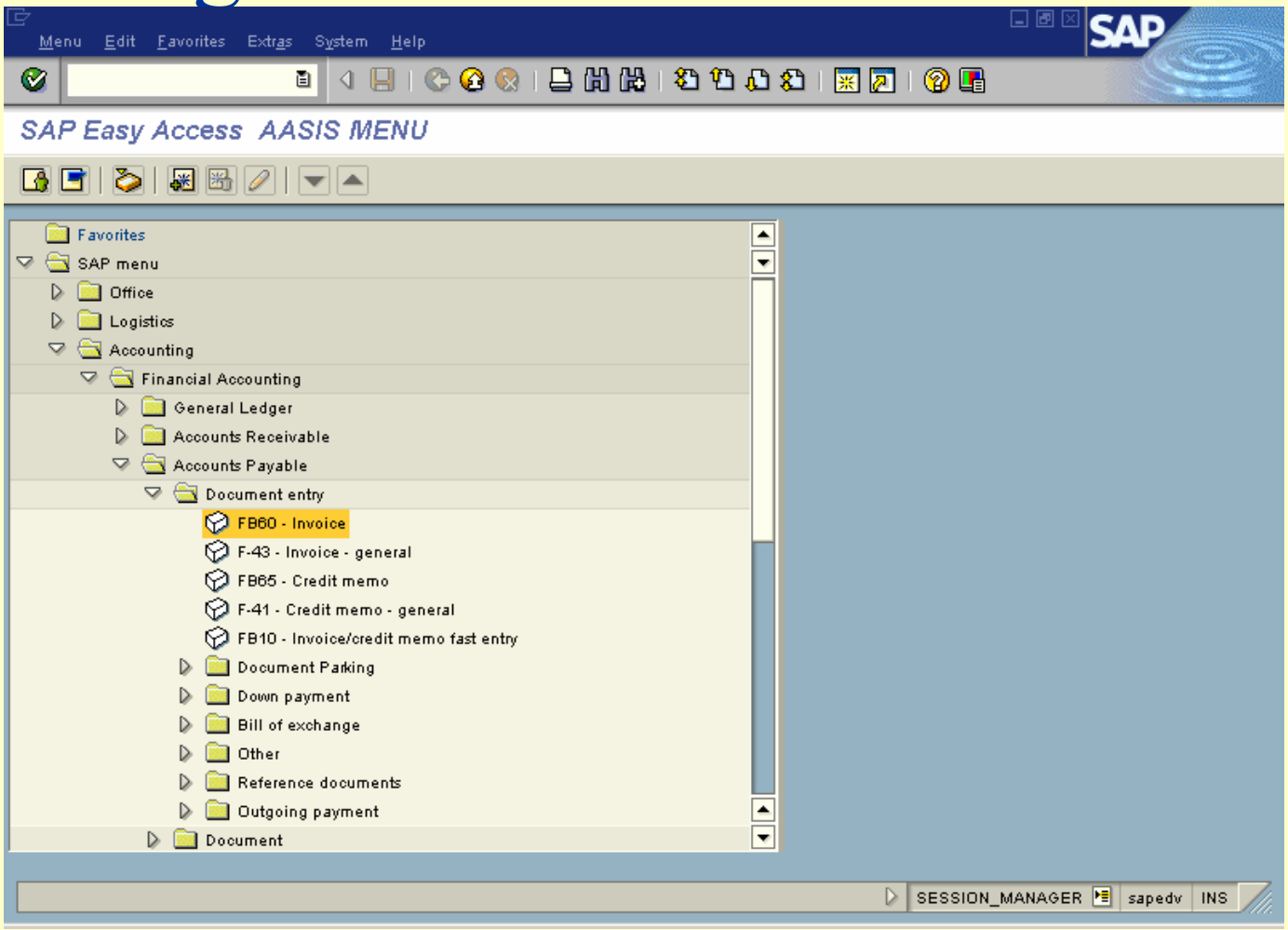
Business Procedures for Paying a Direct Invoice

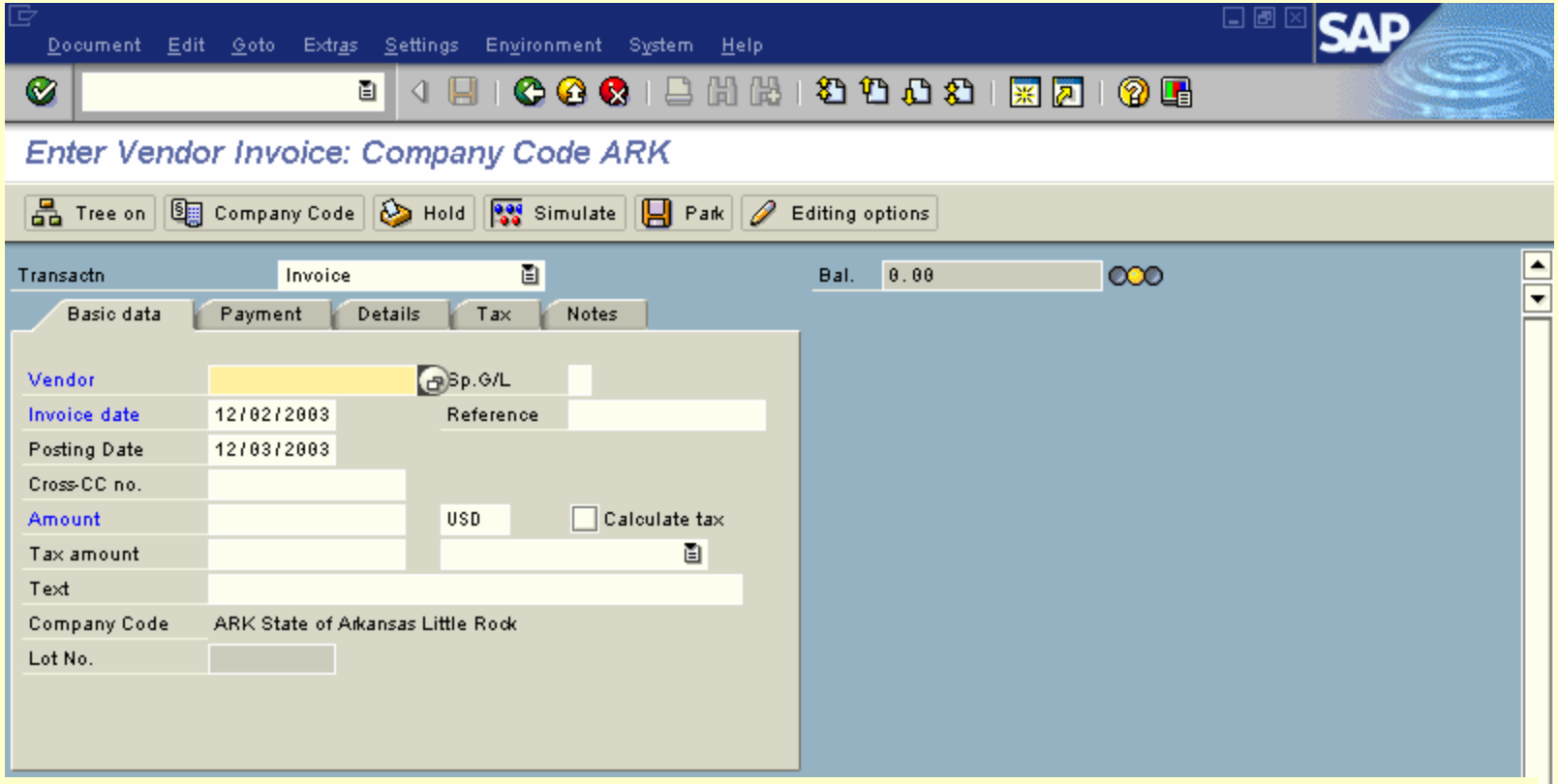
- **A Direct Invoice is one that has no link to a purchase order in the AASIS system.**
- Direct Invoices should be parked by the AP Specialist role using transactions FB60 or FB10.
- Parking only puts the Direct Invoice puts it into the system, but does not yet commit to payment by posting.
- Parking as complete commits budget for the invoice amount.
- Parked invoices can later be posted by another user with the AP Supervision or Disbursement Officer role using FBV0.

DIRECT INVOICING

A. Parking a Direct Invoice

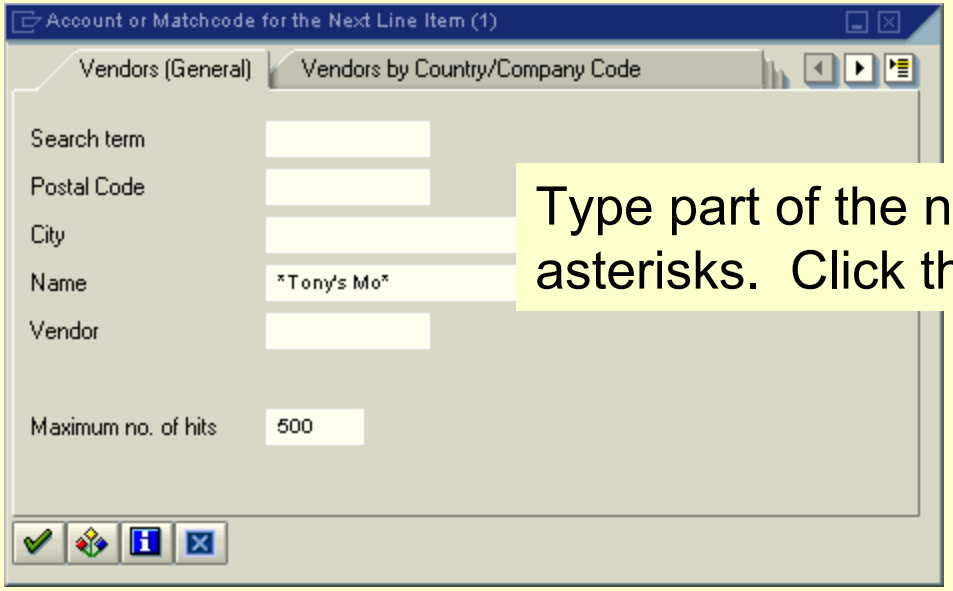
Parking a Direct Invoice with FB60



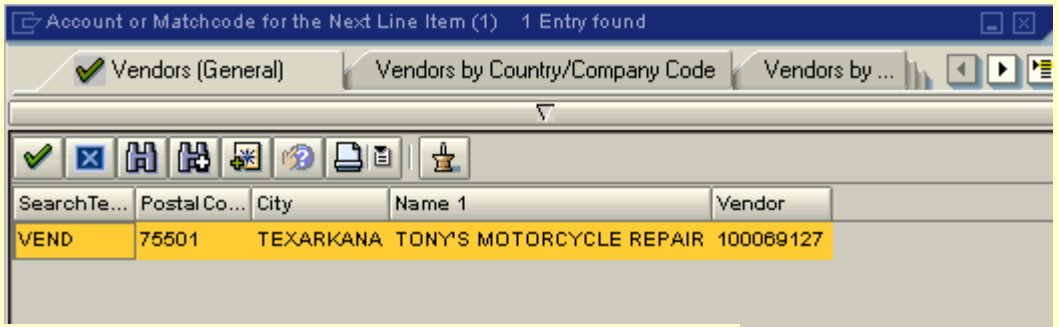


Step 1. Enter the Vendor Number.

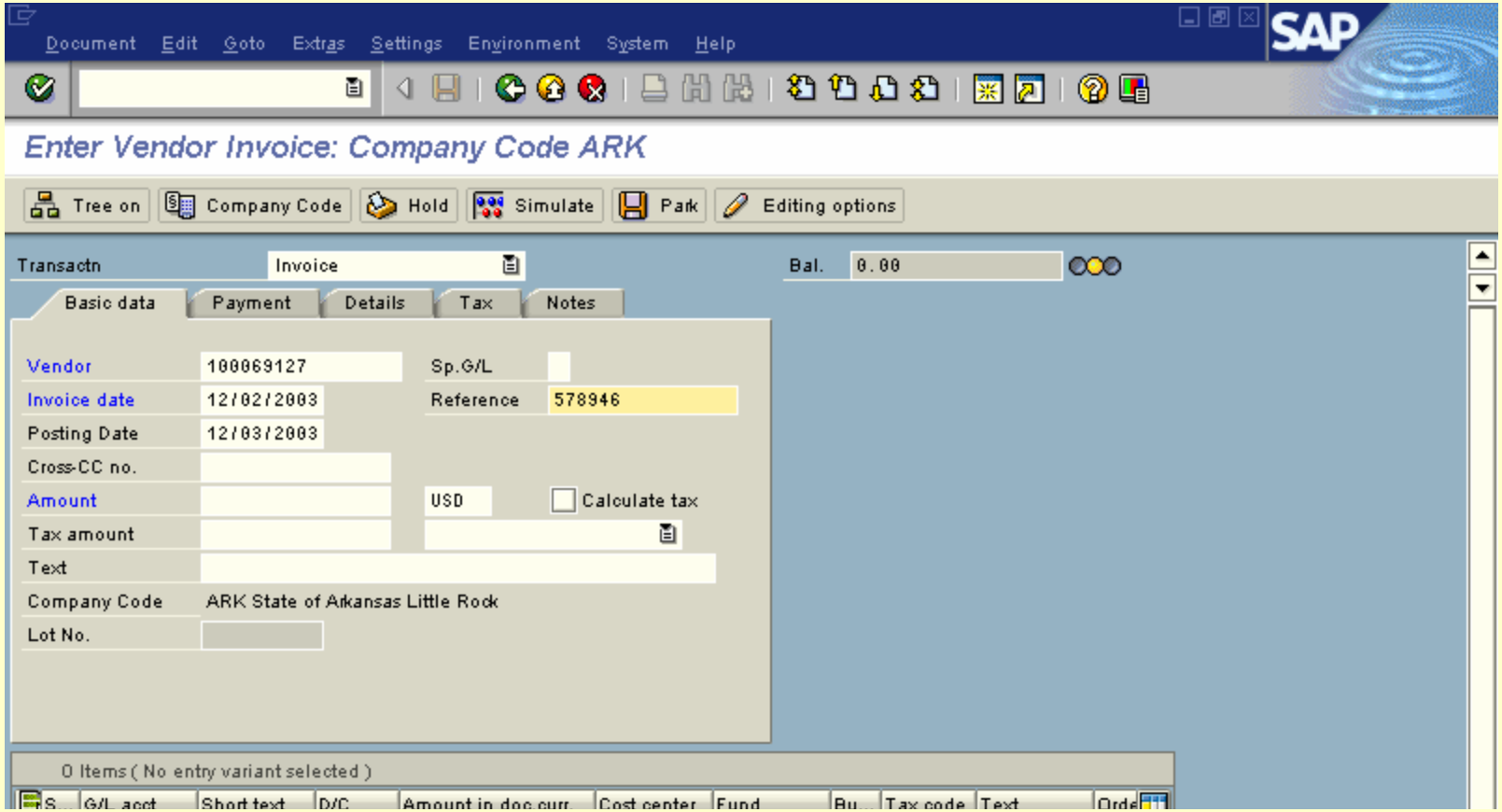
On the basic data tab, place the cursor in the Vendor box and hit the drop-down icon to search for the vendor number.



Type part of the name, surrounded by asterisks. Click the green check.

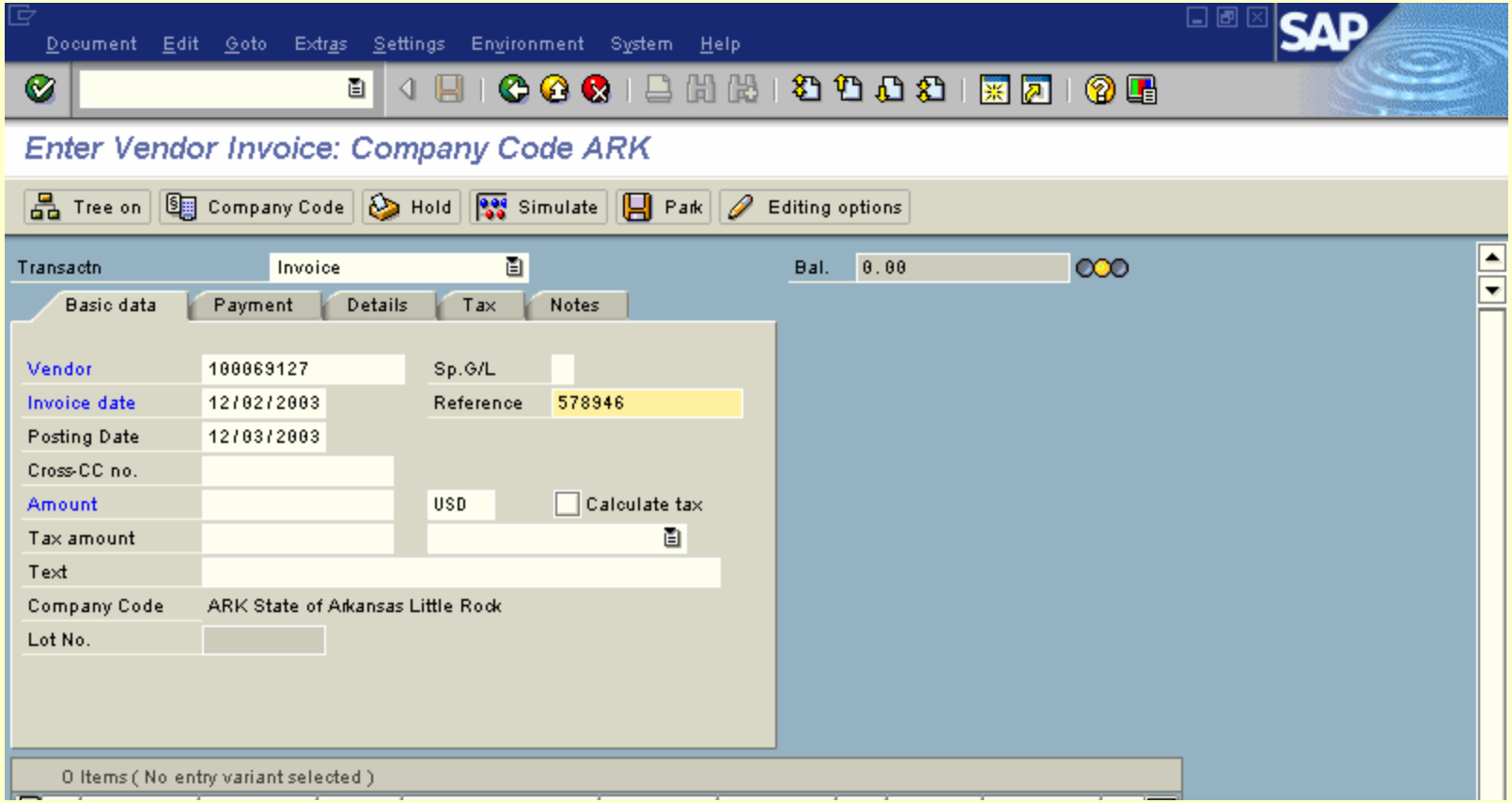


Double click the vendor or click once and click the green check. The vendor number will be filled into the transaction.



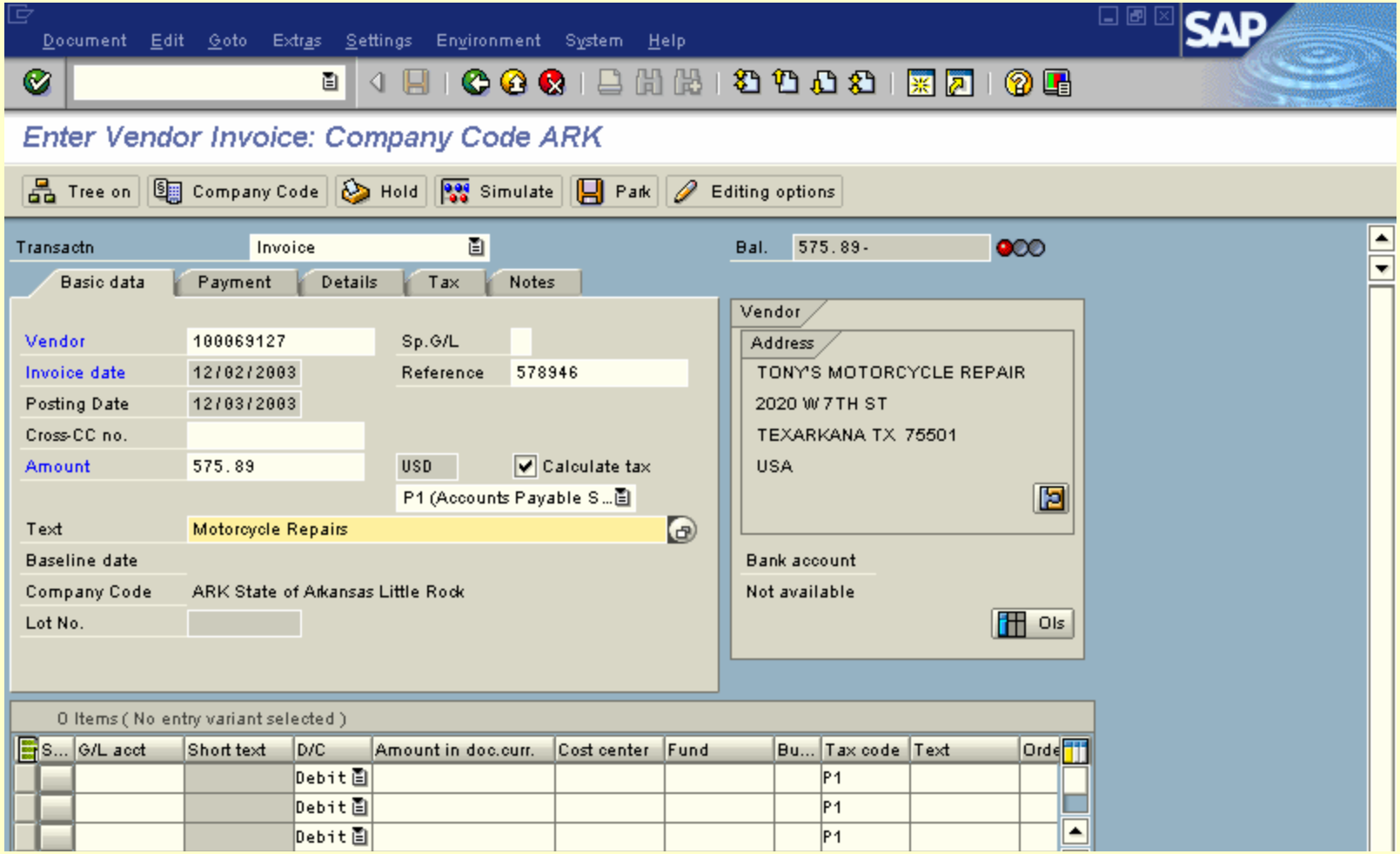
Step 2. Enter the invoice date.

The invoice date will be the baseline date that AASIS uses to calculate payment date. For example, an invoice specified as NT15 will be paid 15 days after the invoice date.



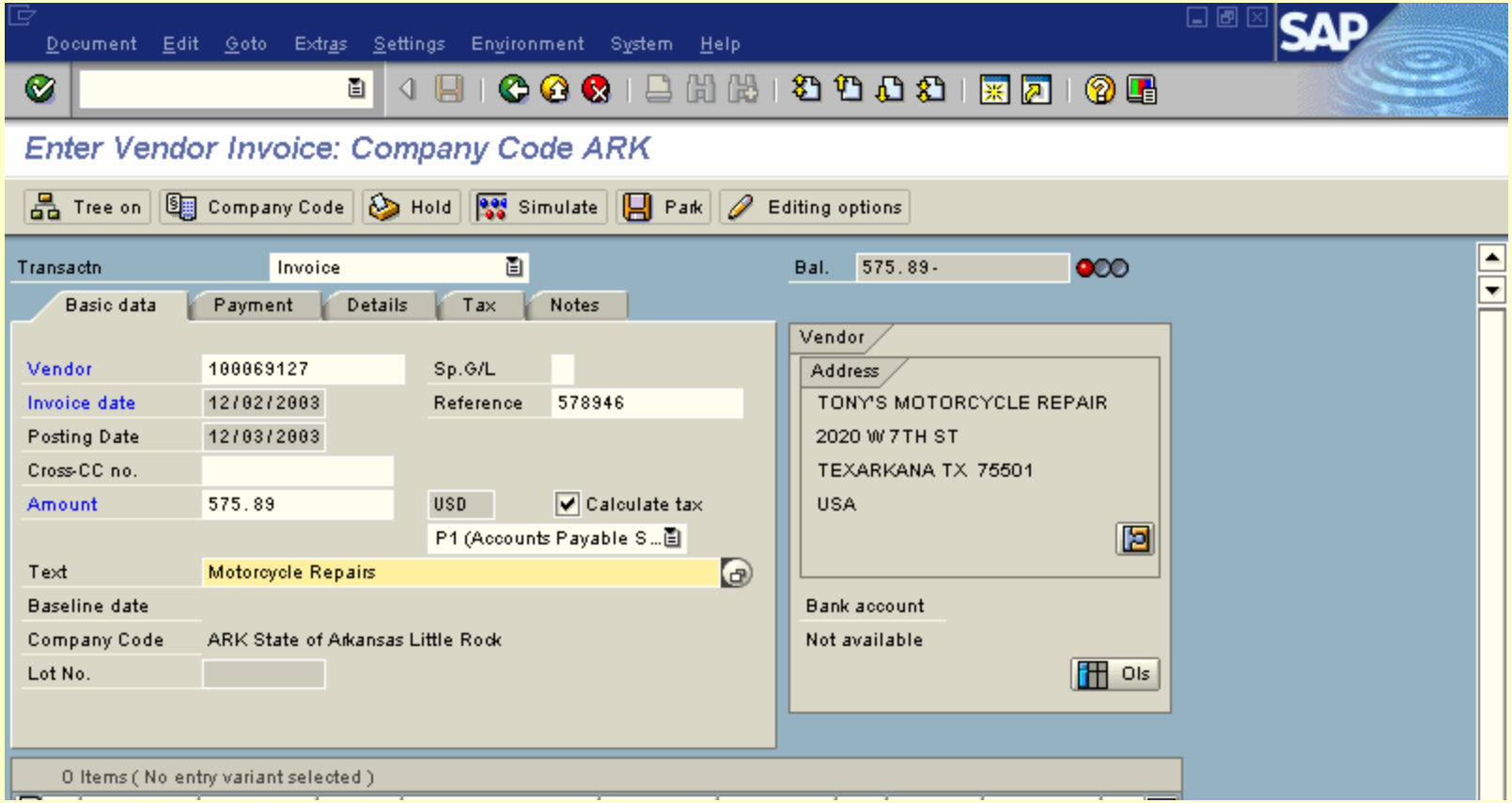
Step 3. Enter the reference number.

It is recommended that the vendor's invoice number be used as a reference number because AASIS checks that field for duplicate invoices.



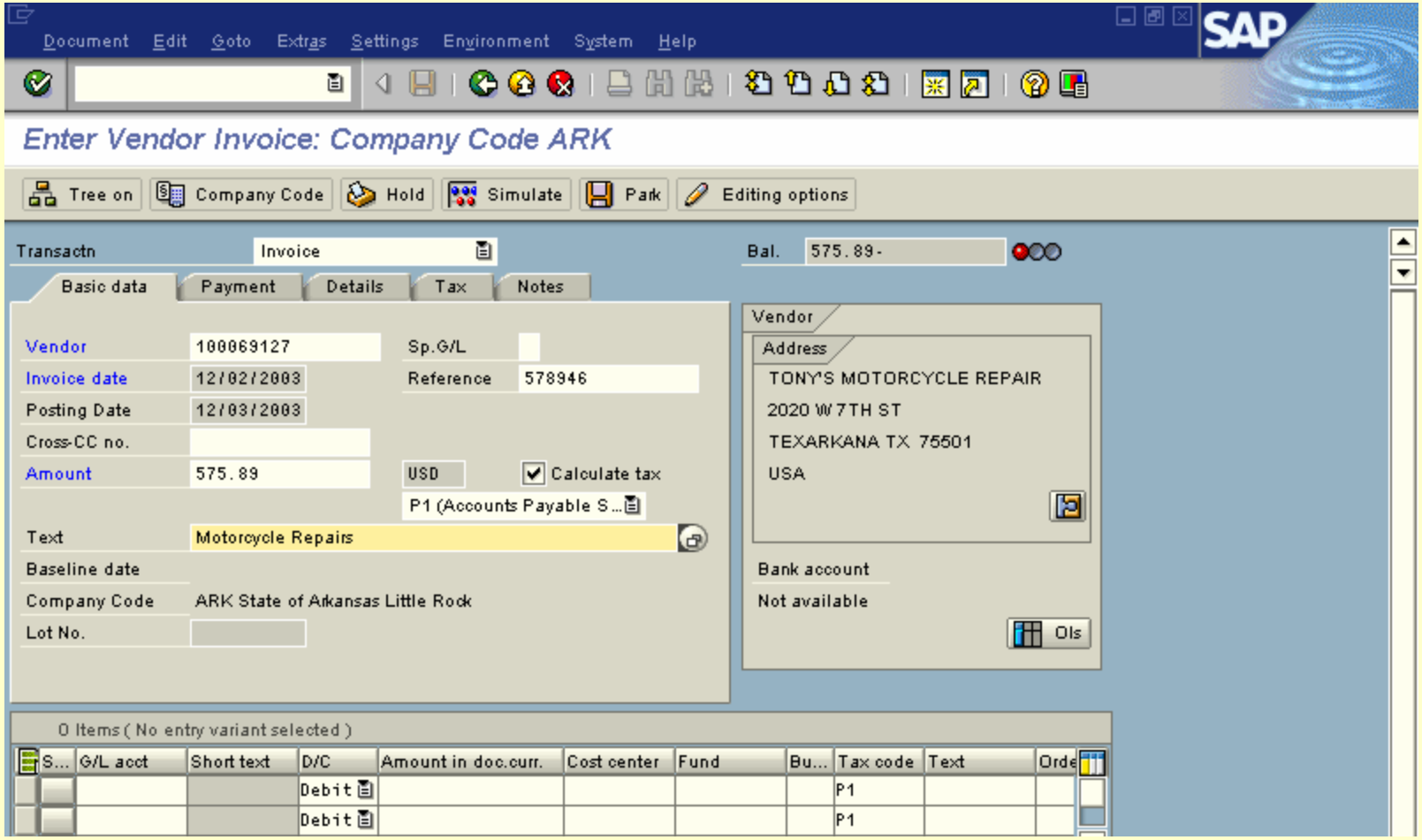
Step 4. Enter the invoice amount.

This should be the total amount of the invoice including tax.



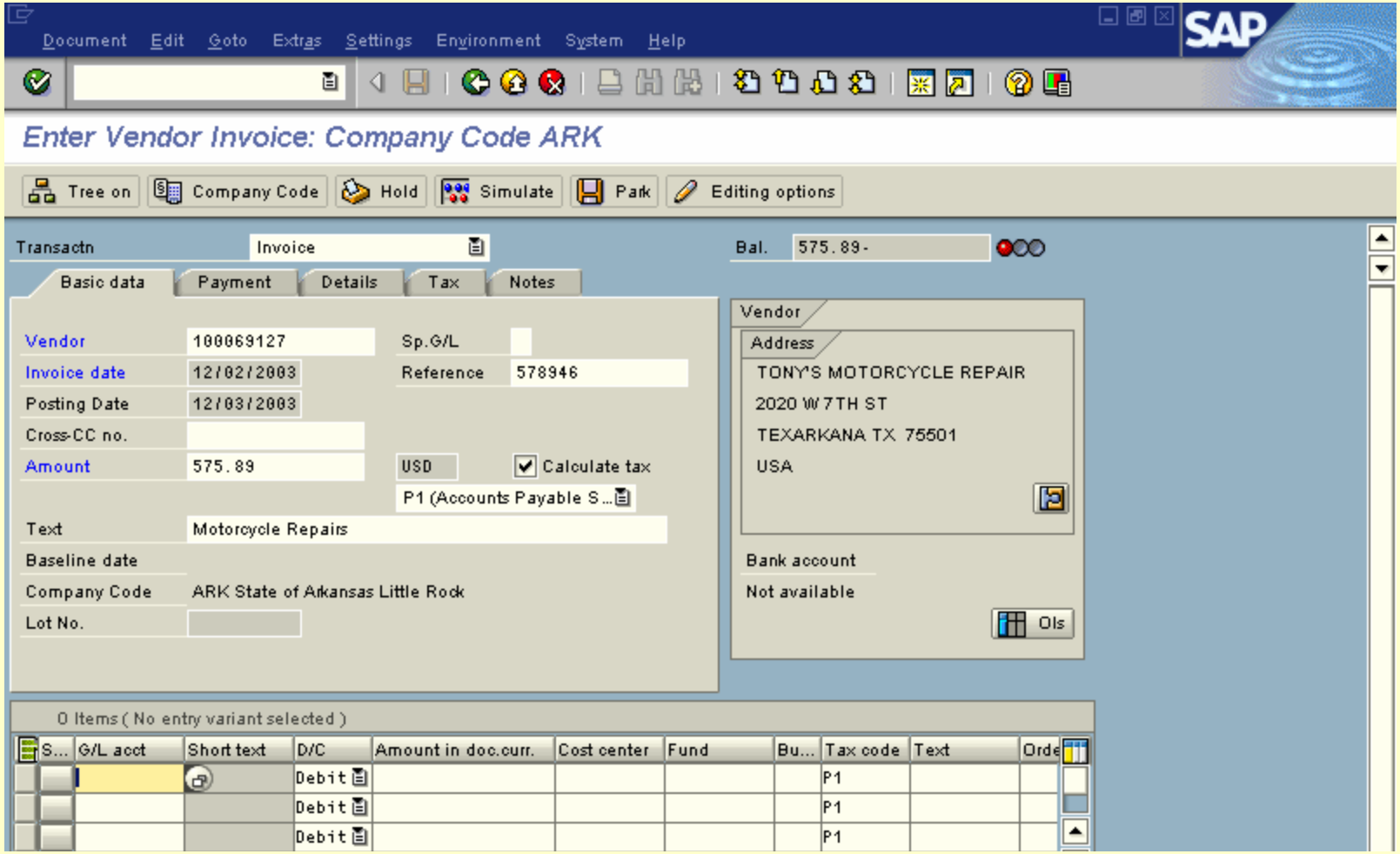
Step 5. Select calculate tax and the appropriate tax code.

The tax code options are P0 for a tax exempt item, P1 for an item with sales tax and U1 for an item ordered from an out of state vendor that does not collect Arkansas sales tax. Note: An invoice can only have one tax code per entry.



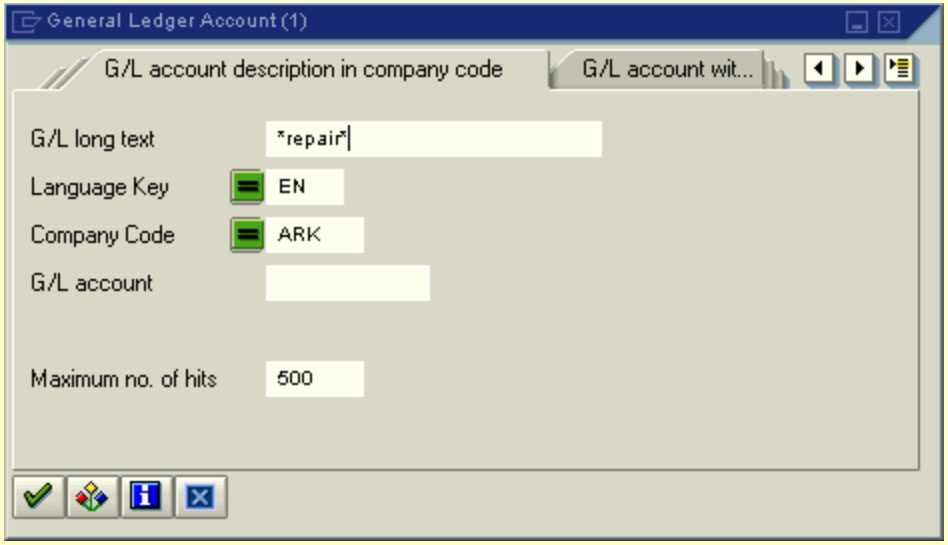
Step 6. Enter text.

You may enter any text (up to 50 characters) that you wish to have appear on the remittance in the text field.



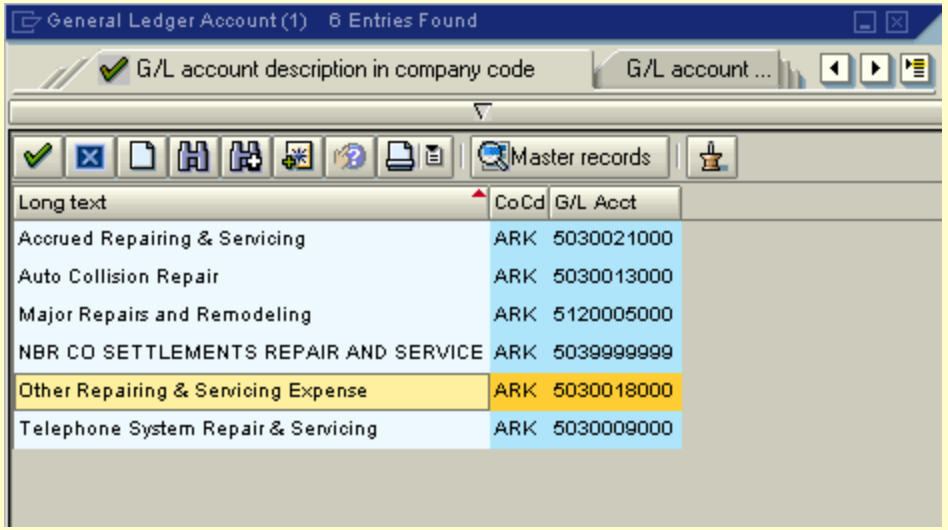
Step 7. Enter the GL account.

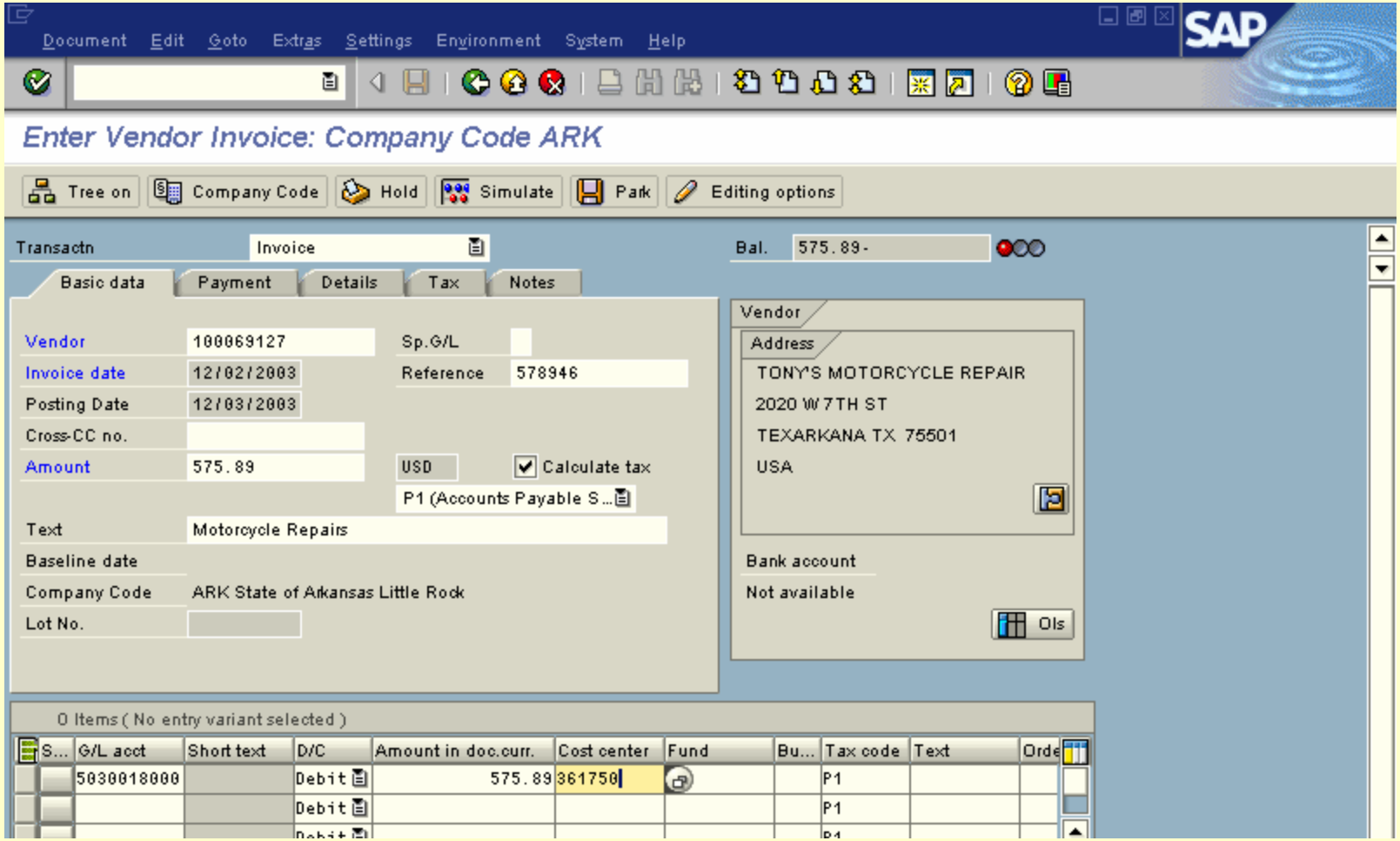
Search for the GL account by clicking the drop down icon.



Choose the tab labeled “G/L account description in chart of accounts.” Type as much of the description as you know, followed by an asterisk. Click the green check.

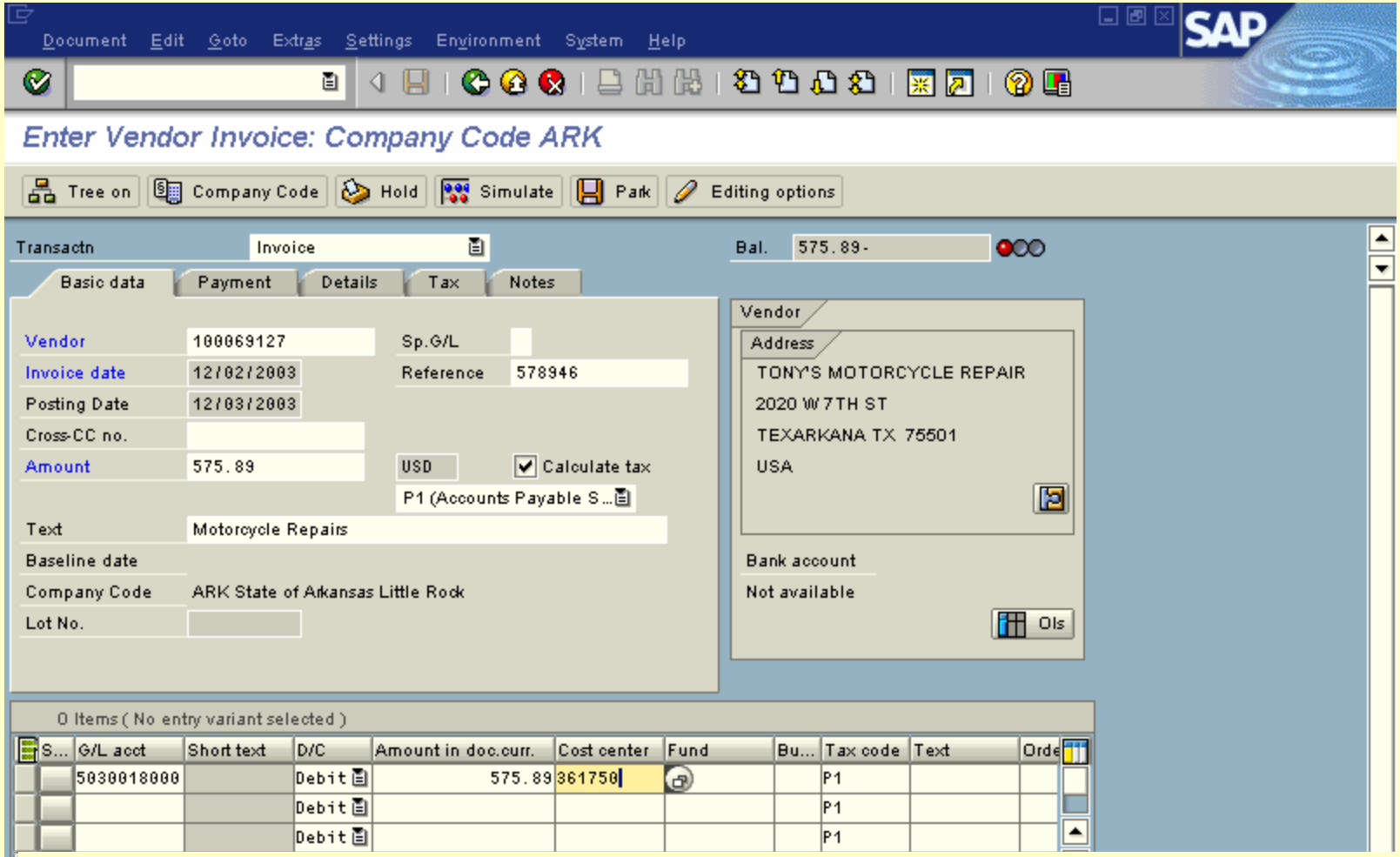
Choose the appropriate code (expense codes always start with 5) and double click or green check to fill in the number in the transaction.





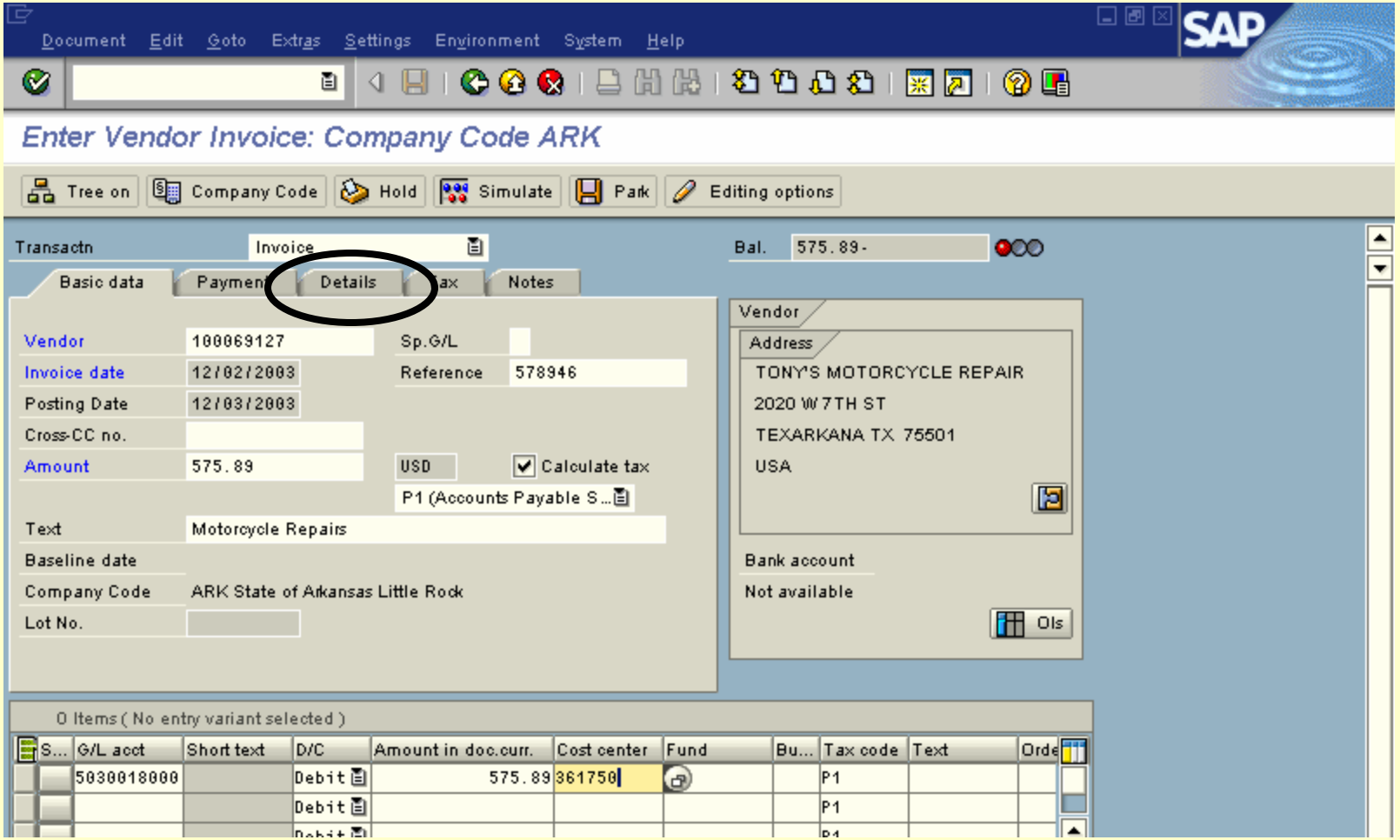
Step 8. Enter the transaction amount.

The amount to be paid from the GL account and cost center combination should be entered here.

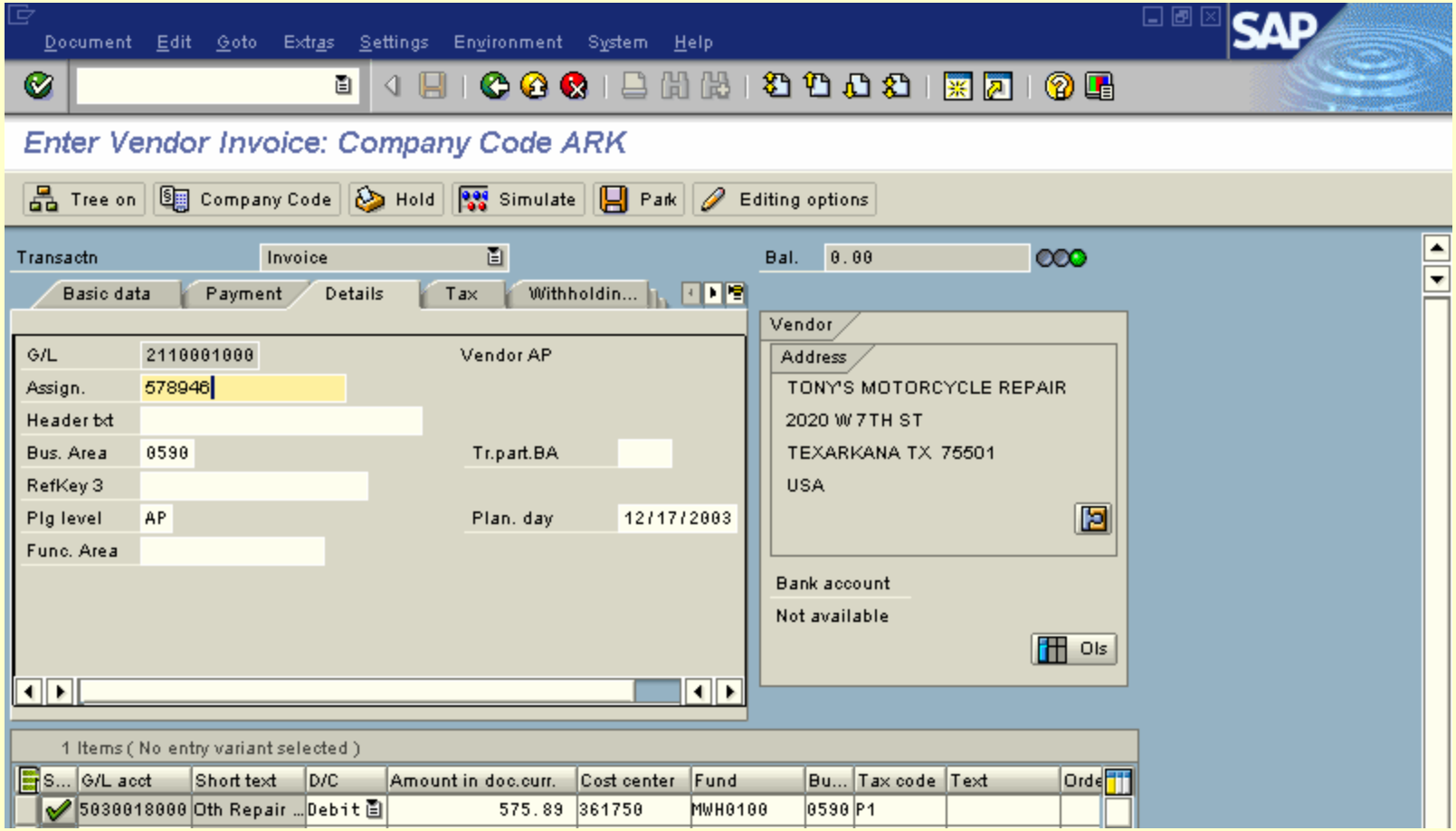


Step 8. Enter the cost center.

Type in the cost center the amount is being paid from.

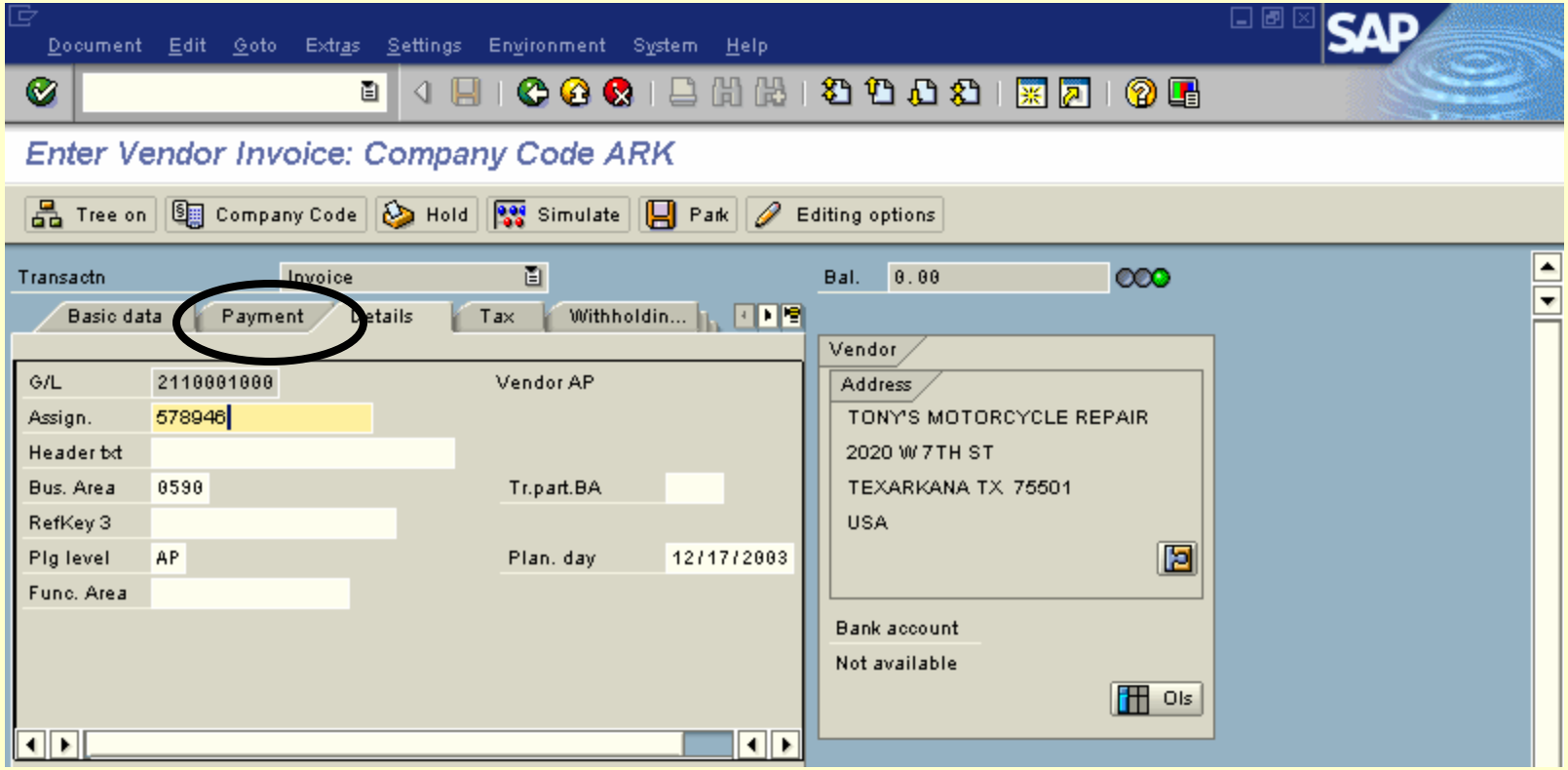


If needed, enter more G/L accounts and cost centers on the additional lines. The total dollars entered should equal the amount at the top of the screen. When the entries are complete, click the Details tab.



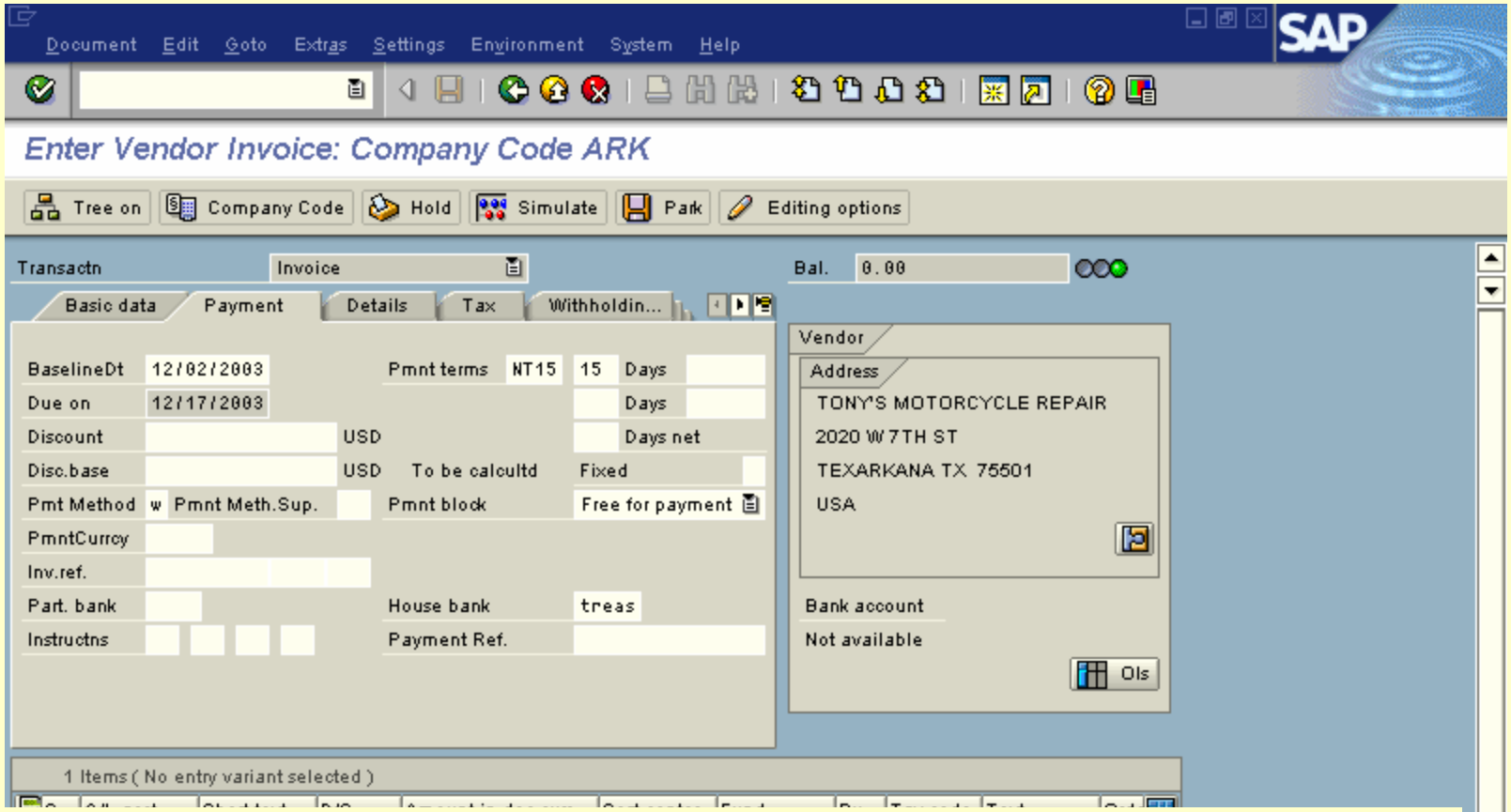
Step 9. Enter the business area.

This is a required field.



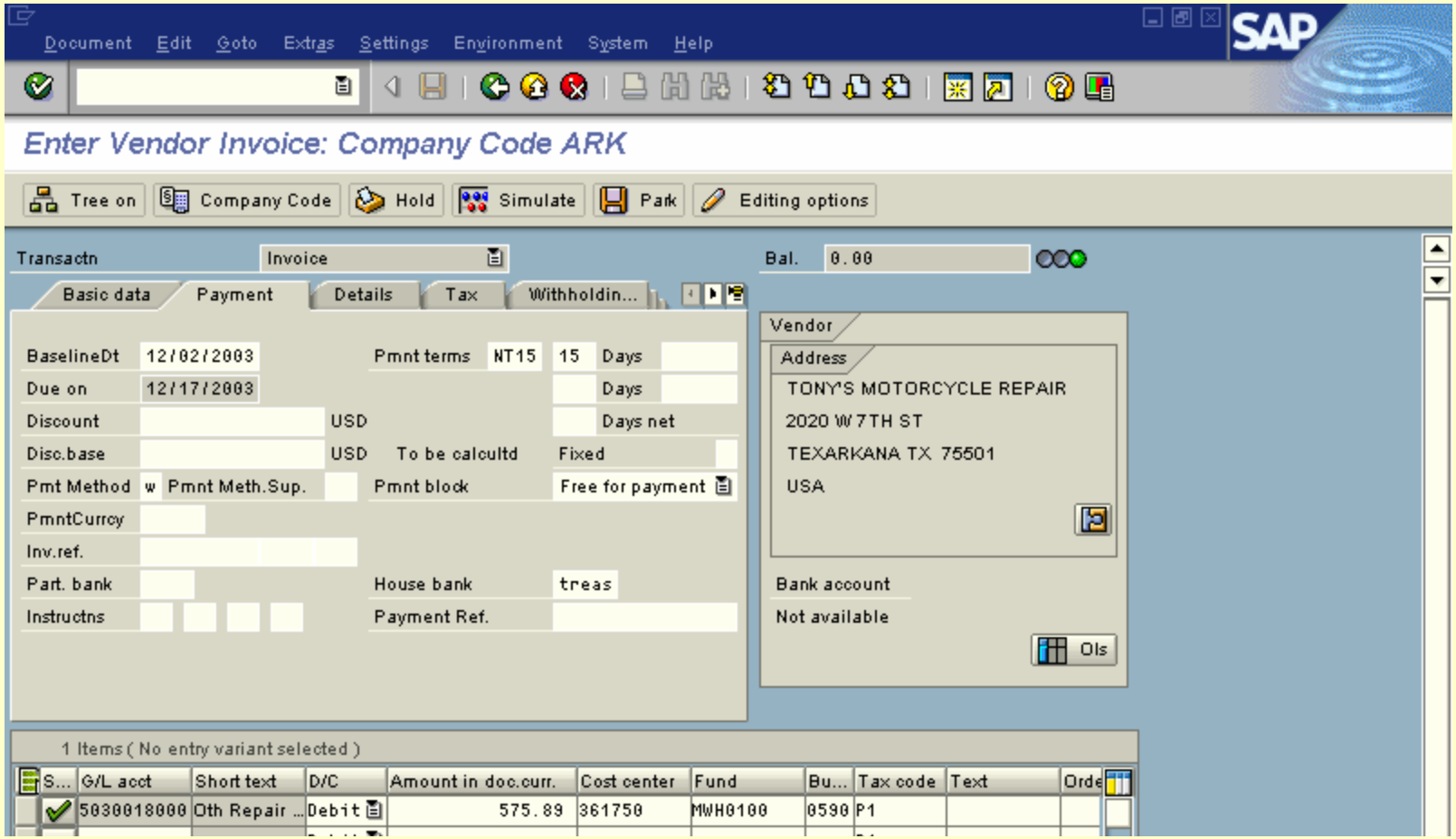
Step 10. Enter the assignment.

This is an optional field. In the assignment field, enter any data that you want to print on the remittance advice—invoice number is recommended. Note the functional area box on this screen. It will default from the cost center. Click on the Payment tab.



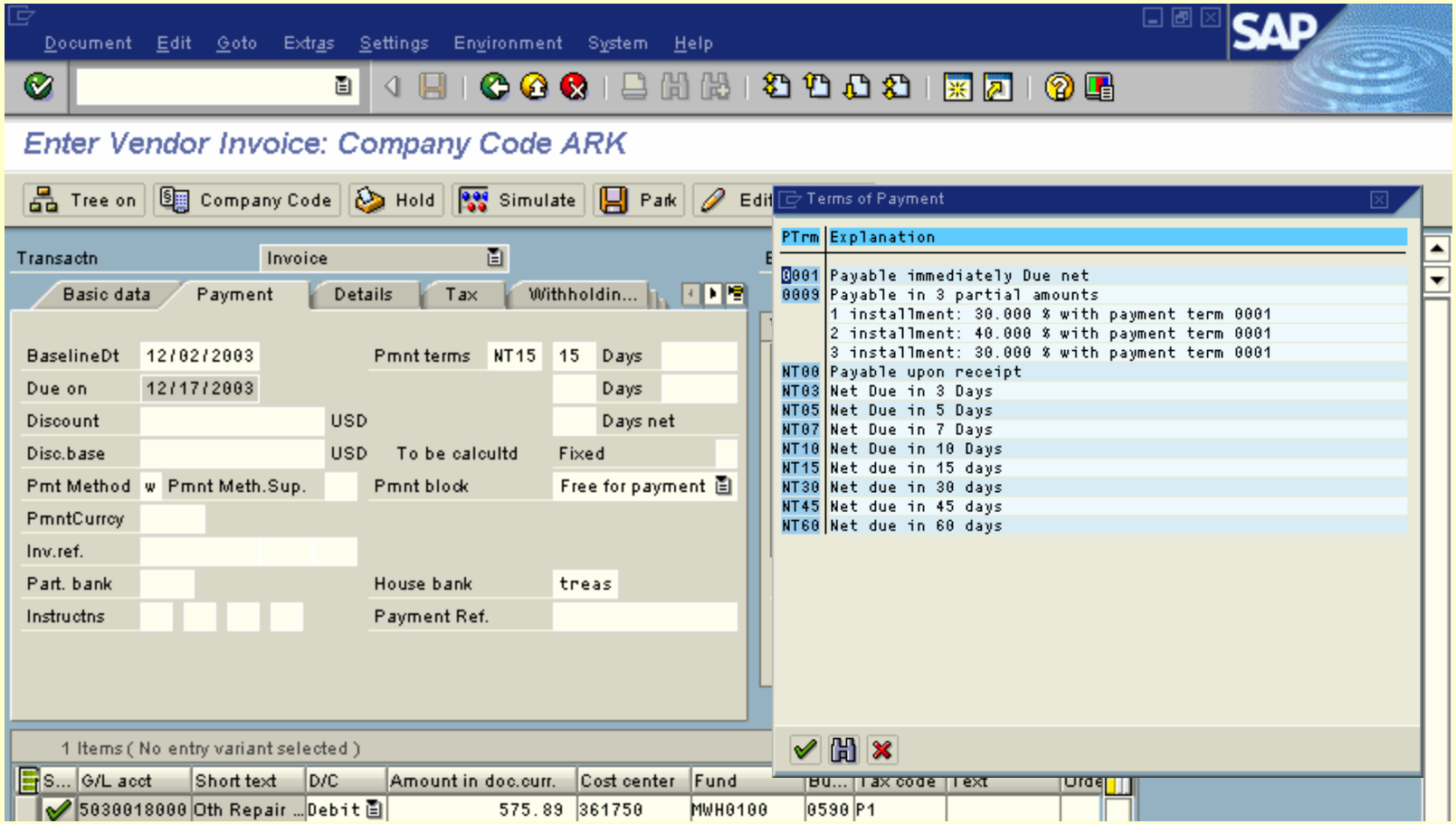
Step 11. Enter the payment method.

Enter W for warrant being paid from a treasury account. Enter C if the invoice is being paid by check from the agency house bank. Enter A for a direct deposit from treasury into the vendor's account.



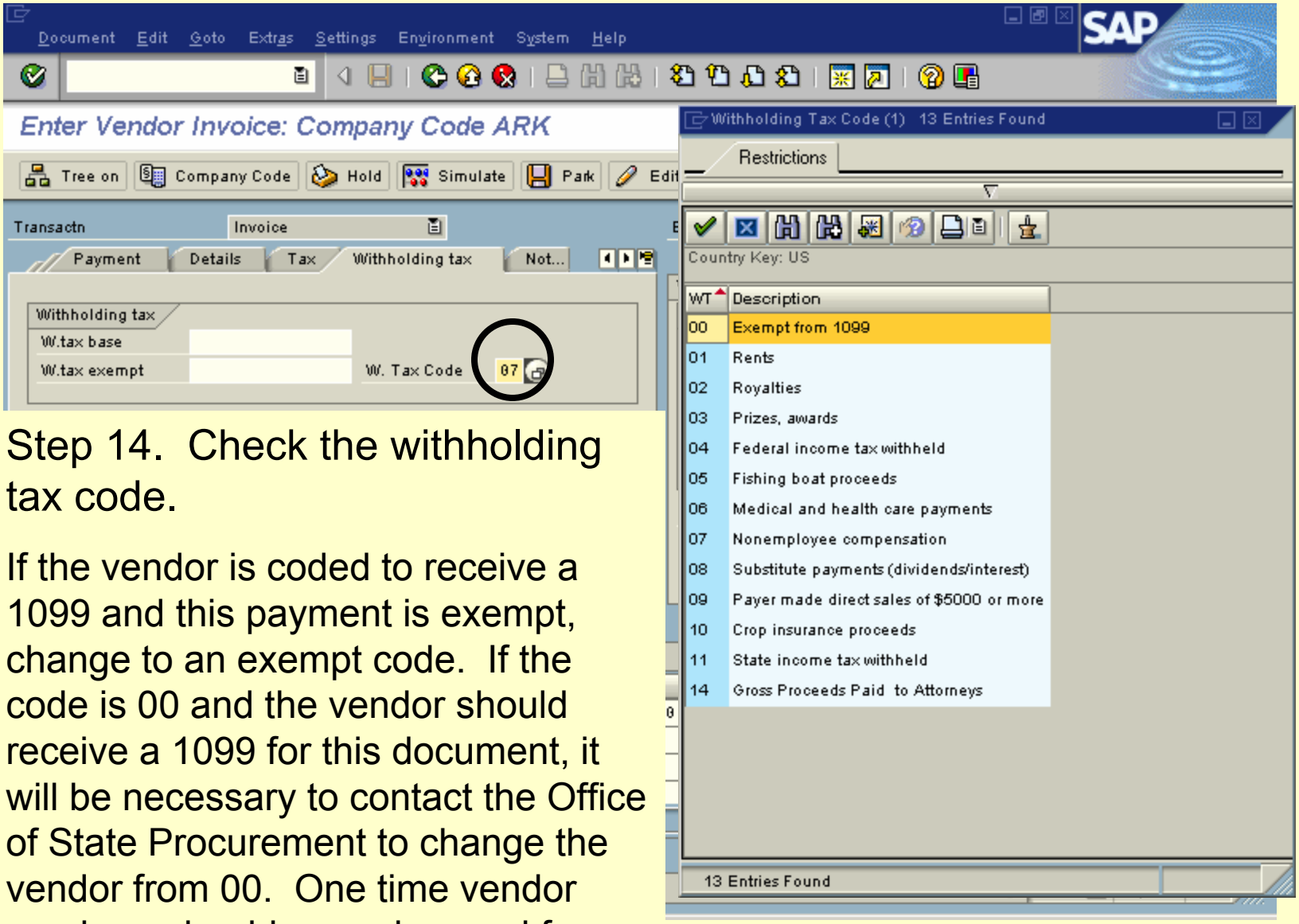
Step 12. Enter the house bank.

Enter treas if the invoice is being paid from a treasury account. Enter your AASIS house bank if the invoice is being paid from an agency cash account.



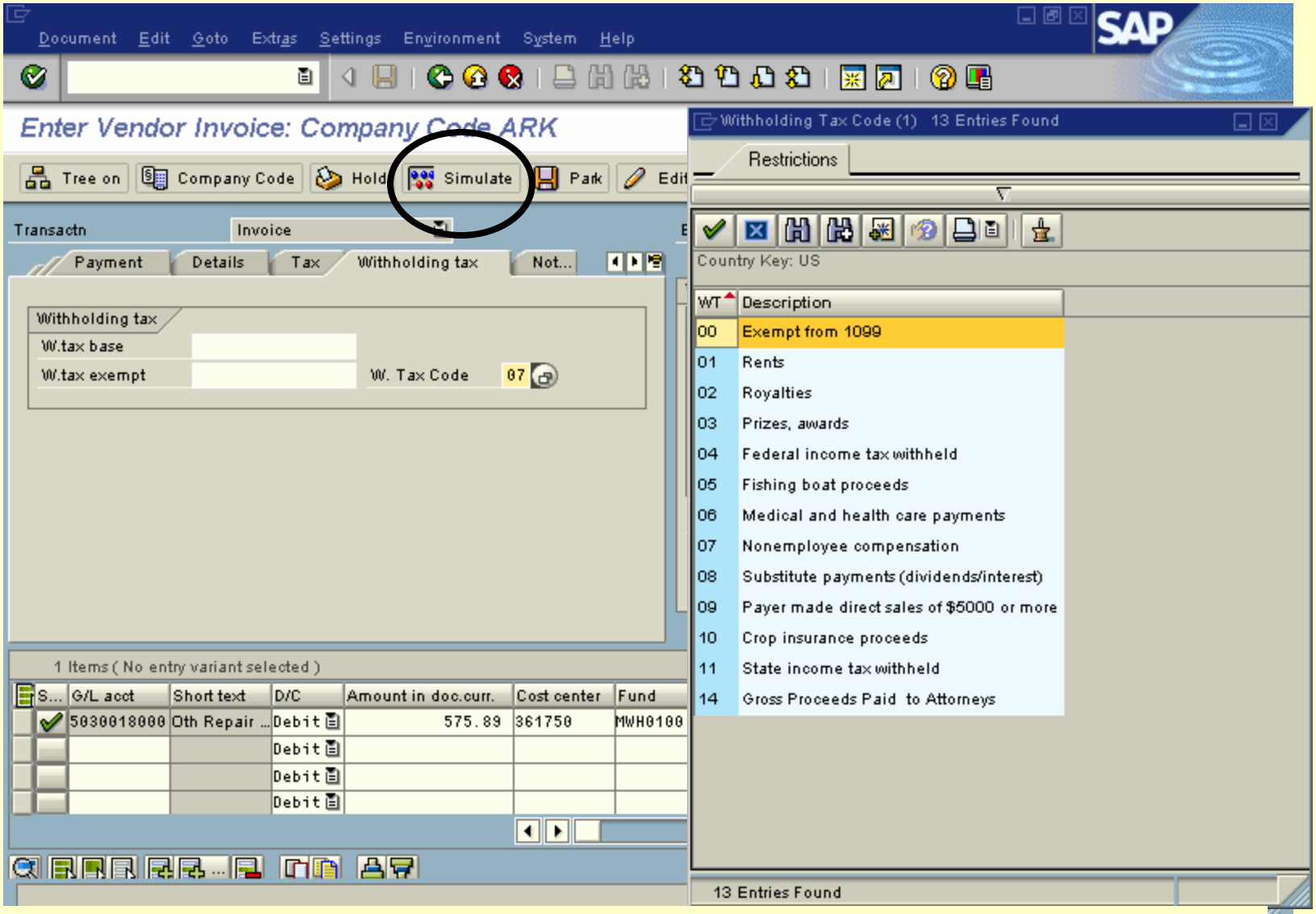
Step 13. Check the payment terms.

Change the payment terms as desired. AASIS will pay the vendor on the date based on the number of days you select from the baseline date. Click the Withholding tab.

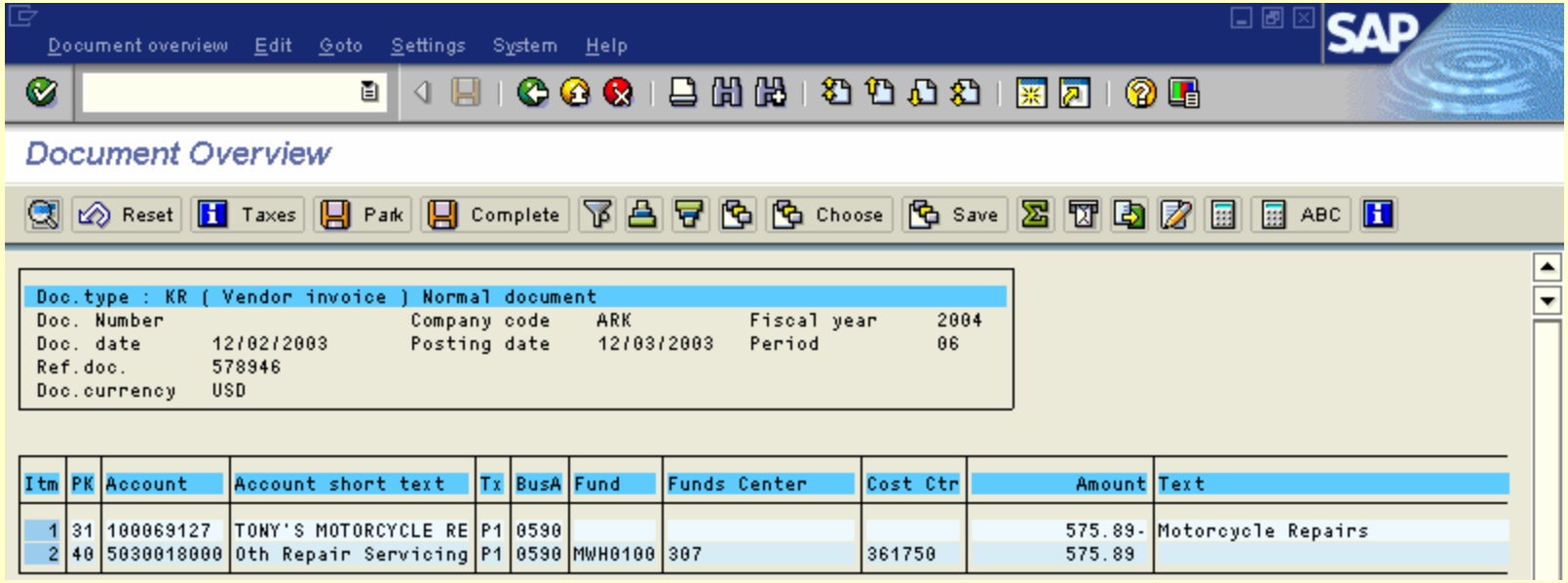


Step 14. Check the withholding tax code.

If the vendor is coded to receive a 1099 and this payment is exempt, change to an exempt code. If the code is 00 and the vendor should receive a 1099 for this document, it will be necessary to contact the Office of State Procurement to change the vendor from 00. One time vendor numbers should never be used for 1099 reportable payments.



Step 15. After all required fields are completed, click Simulate to view your entry.



Step 16. Park the Document.

Check the document to make sure it is correct. Click “Complete” to check and commit budget and park the document OR click “Park” to park the document without system check or commitment of budget.

NOTE: When choosing “Complete” to park the document, the document must be posted in the month it was parked. If the document cannot be posted in the same month, choose “Park” instead of “Complete”.

If Complete

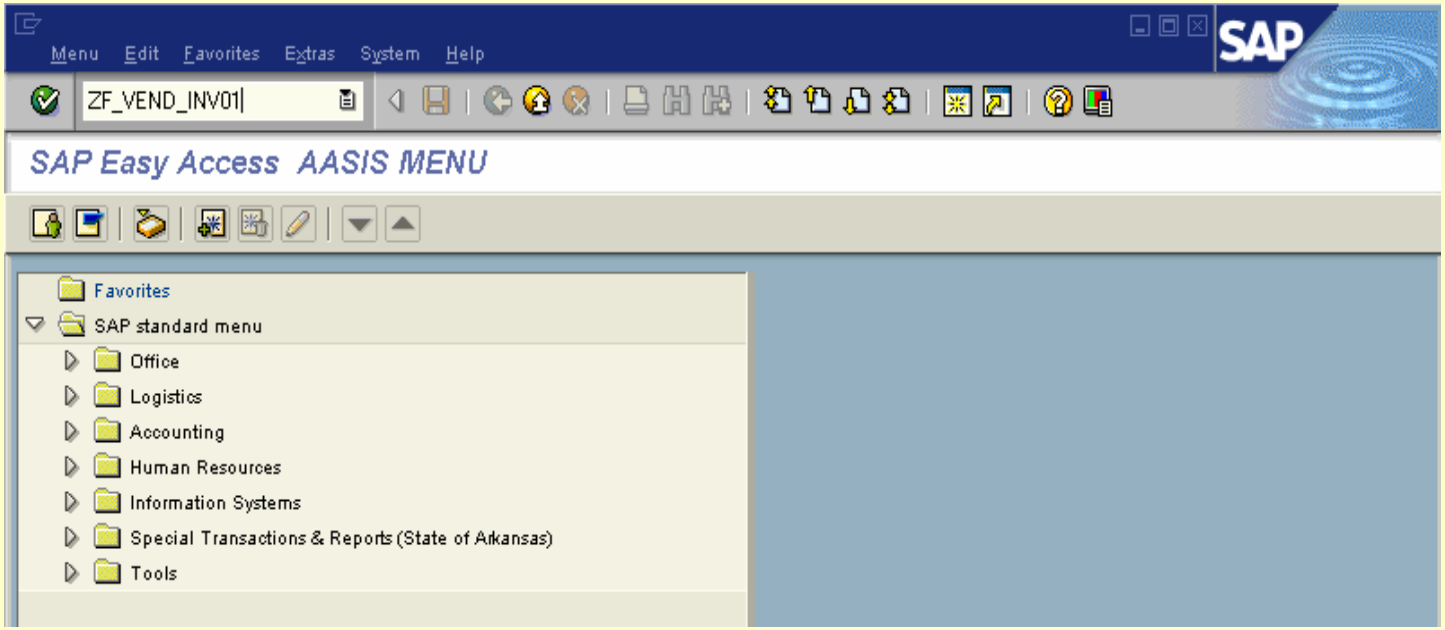
was chosen and there is insufficient budget, this type of message will be returned:

You can still park the document, but the budget problem will have to be addressed before posting can occur. Use the Park icon to park the document.

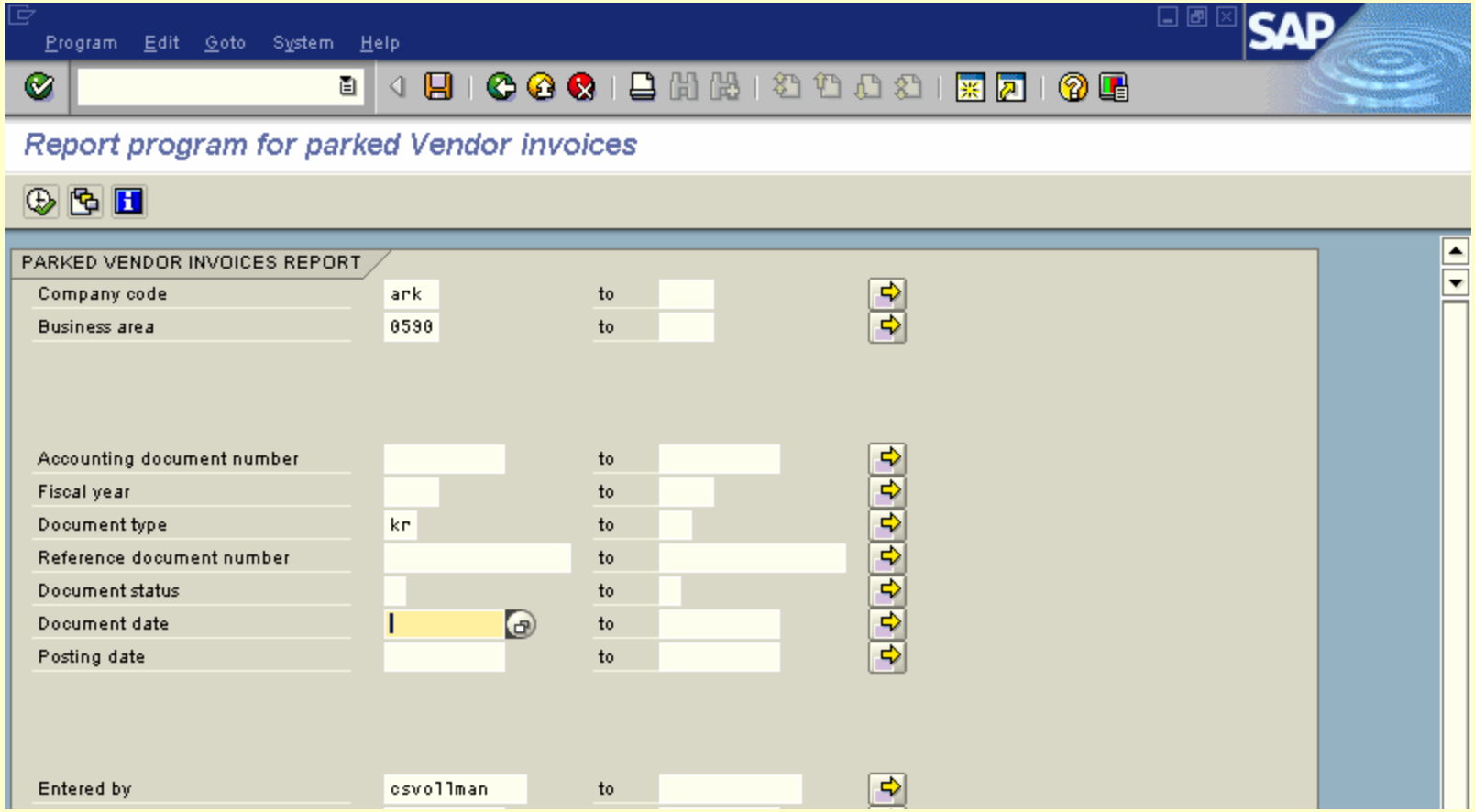
DIRECT INVOICING

B. Locating a Parked Direct Invoice

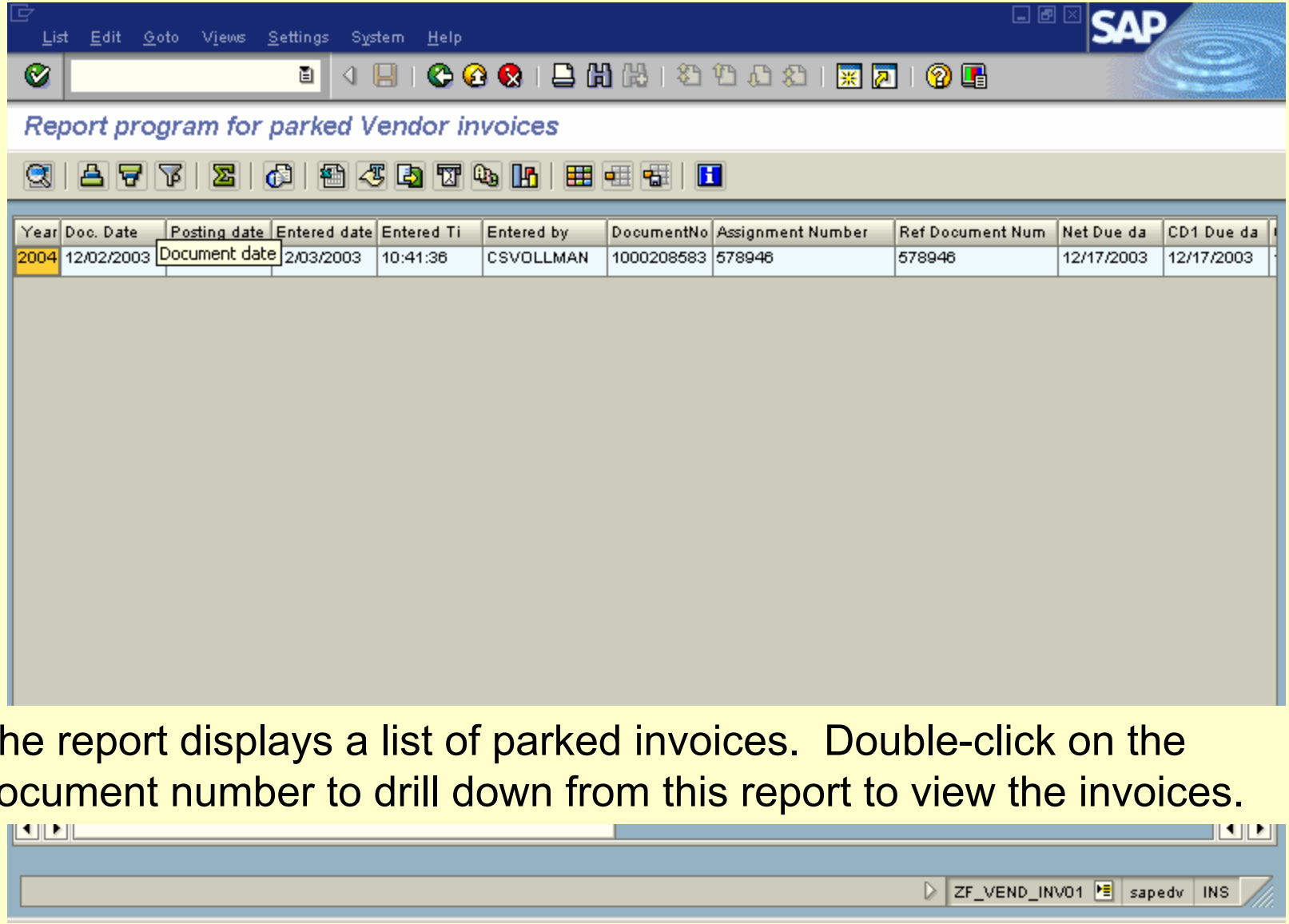
ZF_VEND_INV01



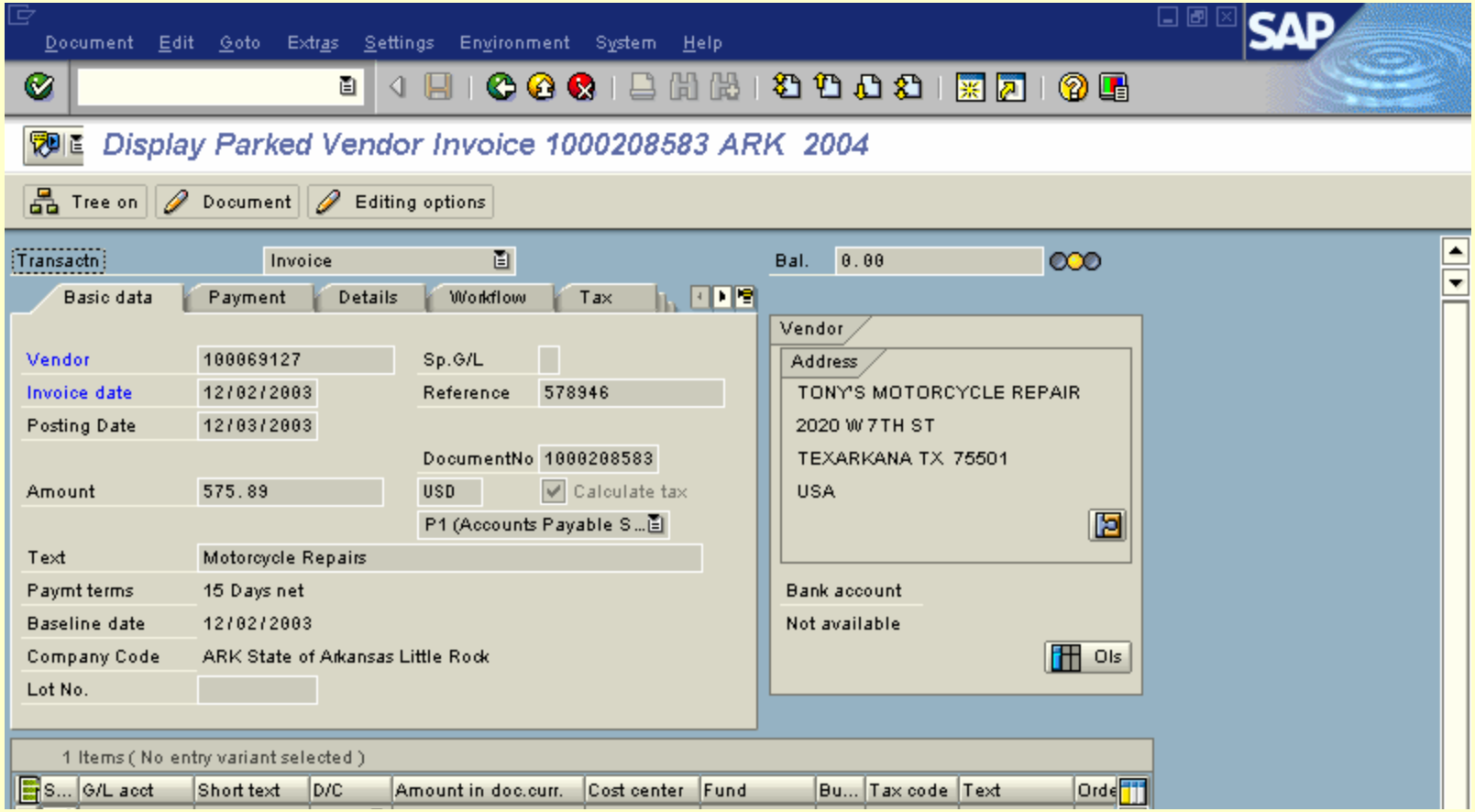
ZF_VEND_01 is a report program used to locate parked direct invoices.



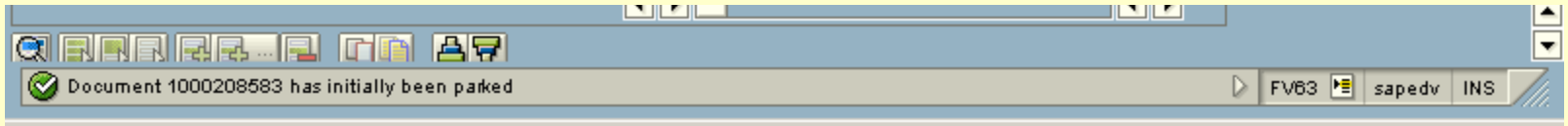
Enter the Company Code ARK and the business area. Invoices parked by FB60 are always document type KR. The report can be further narrowed down by user, document date, or posting date if known. Execute the report.



The report displays a list of parked invoices. Double-click on the document number to drill down from this report to view the invoices.



After double-clicking on the document number, the invoice is displayed.

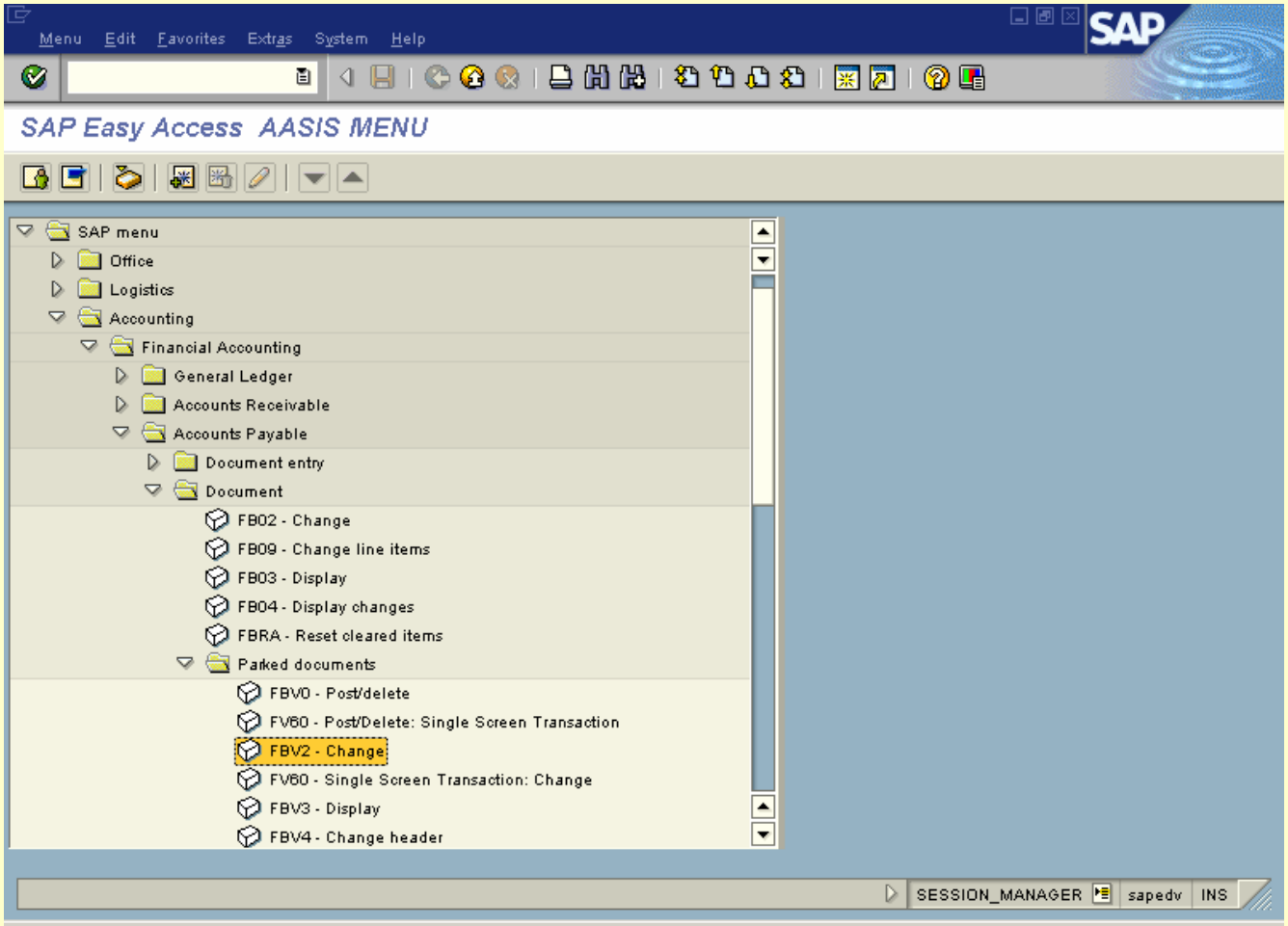


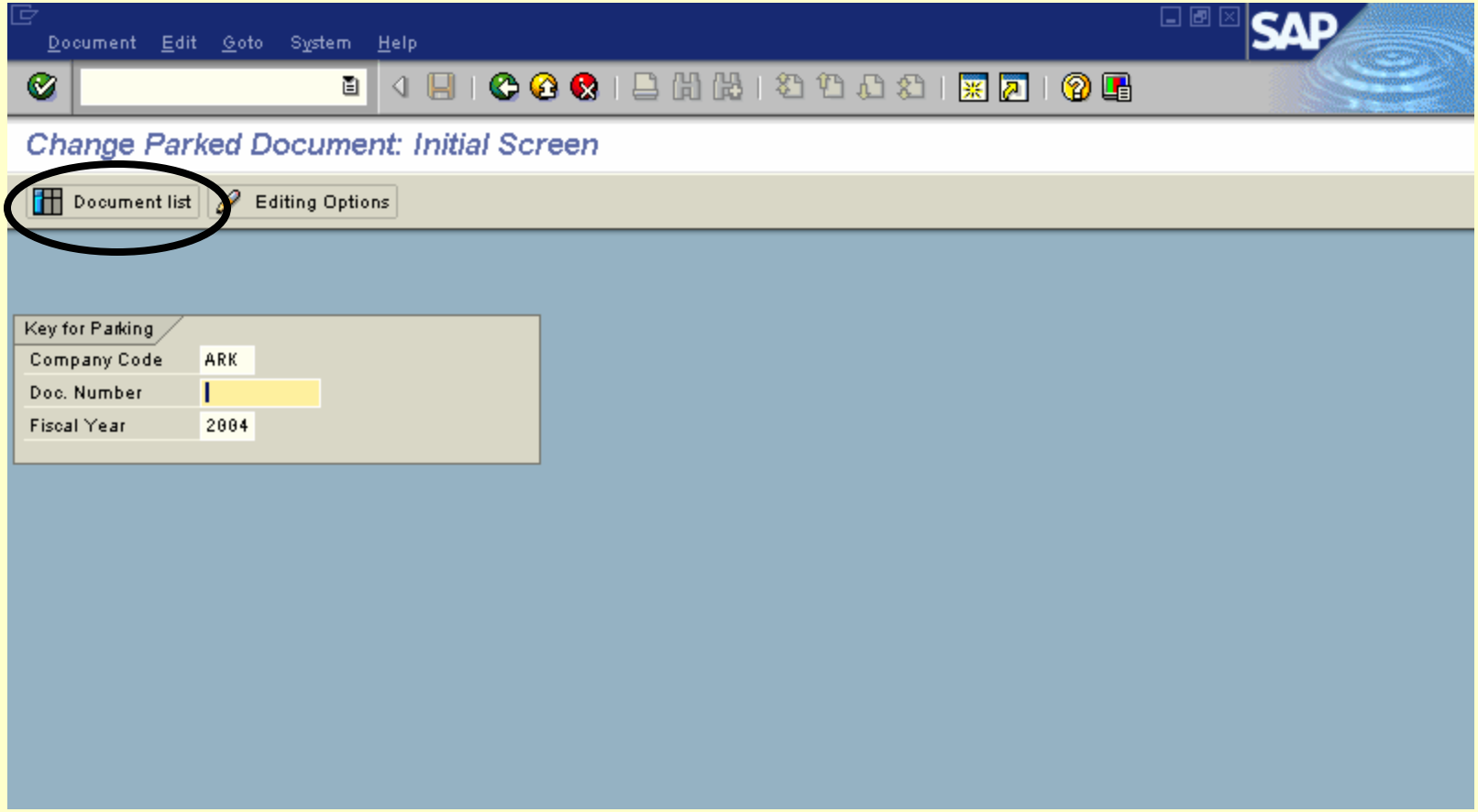
AN AASIS TRAINING GUIDE

C. Editing a Parked Direct Invoice

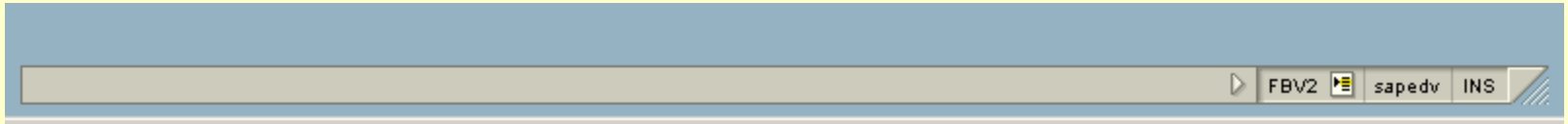
AASIS Support Center
August 2004

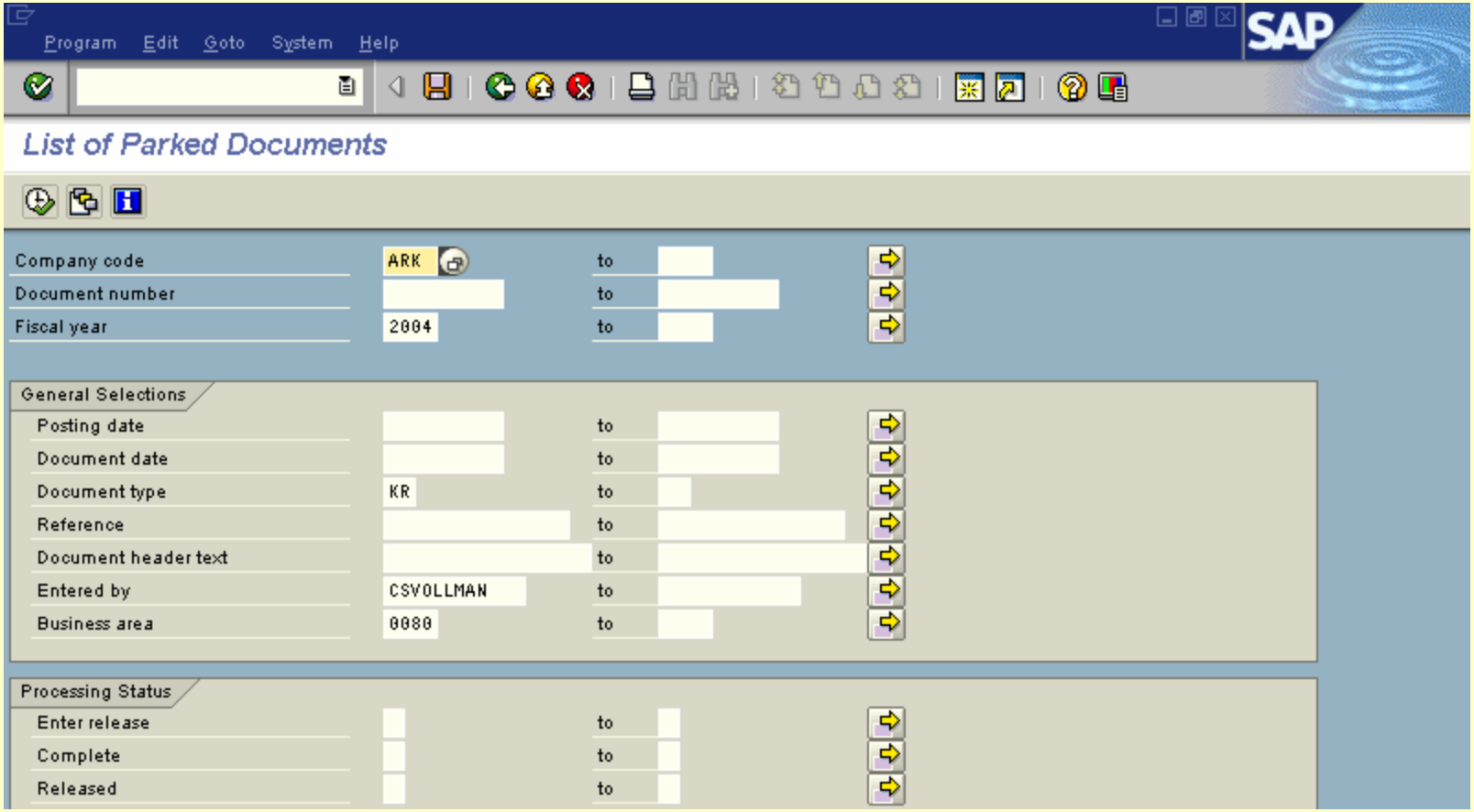
Changing a Parked Direct Invoice Using FBV2



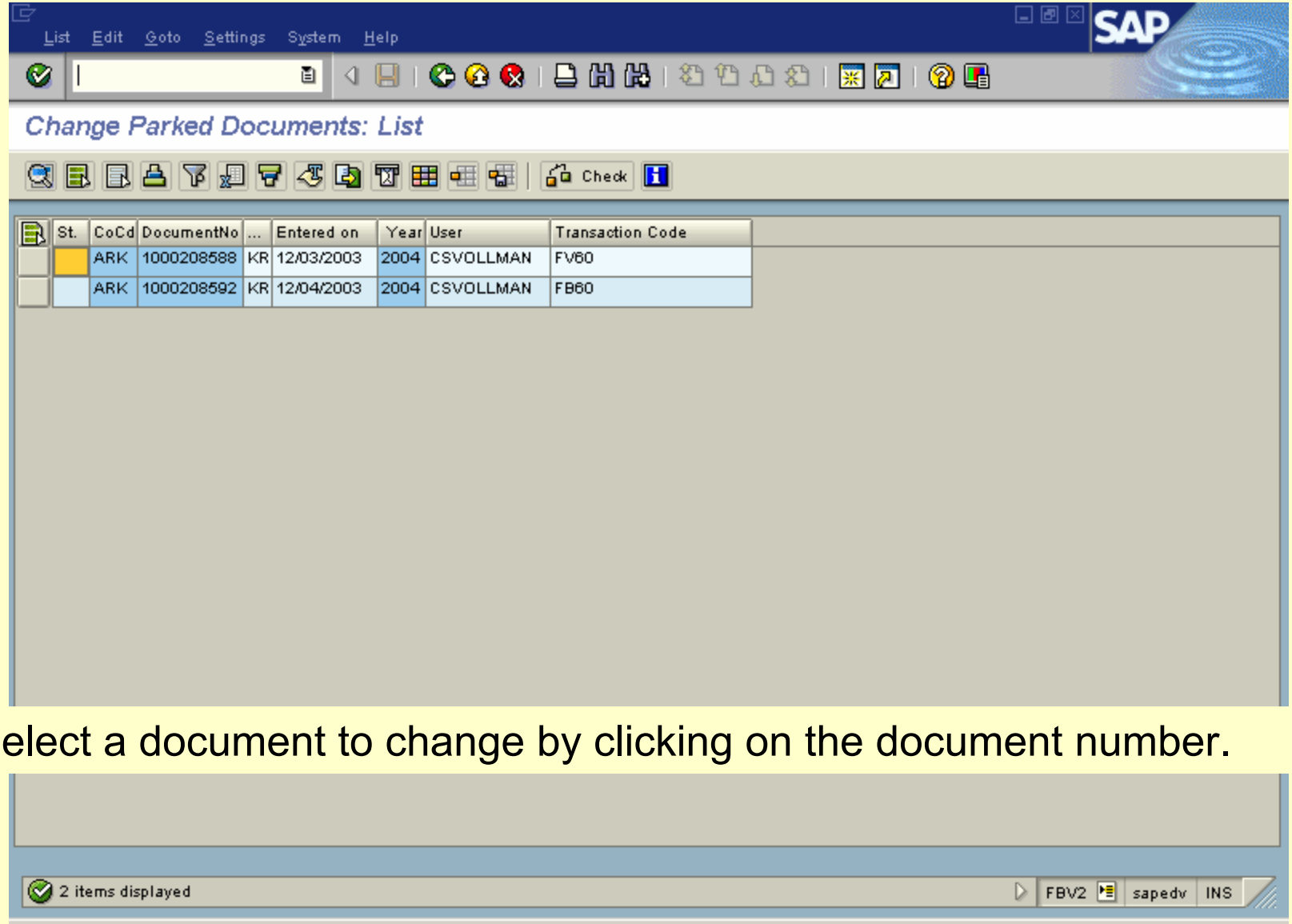


Search for the documents by typing in the Company Code (ARK) and Fiscal Year and click Document list.

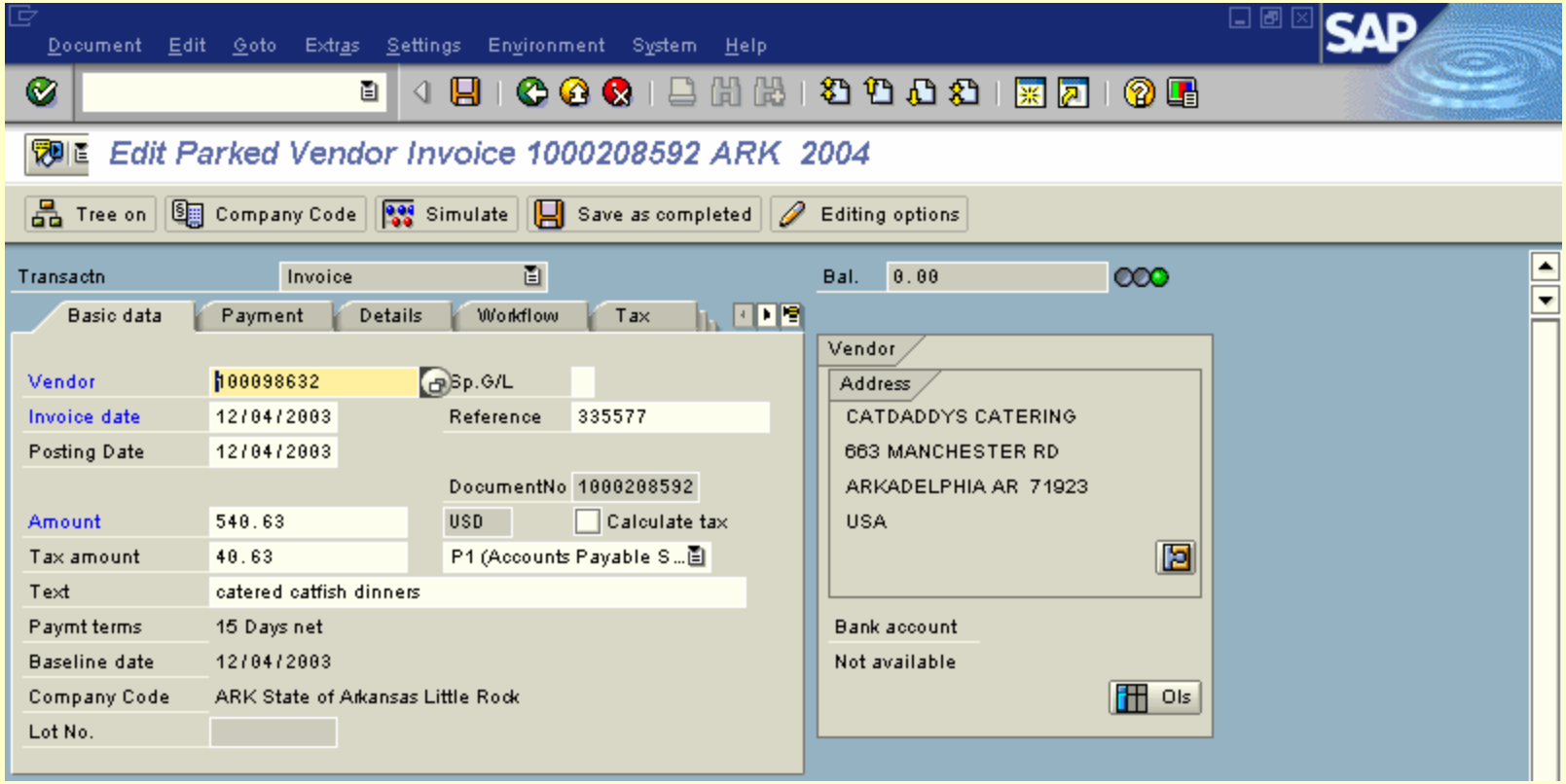




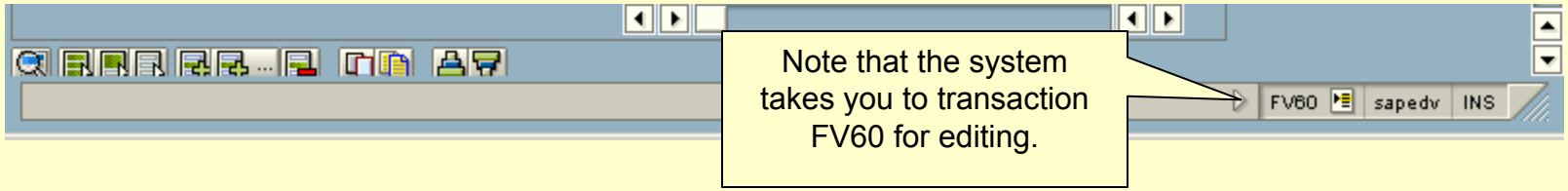
Business area is a required field. All parked FI invoices will be Document type KR. You may narrow the selection by user name, reference, date, etc. Execute the report.



Select a document to change by clicking on the document number.



The document is open for editing. Any box that is not grayed out may be changed. Save changes to re-park the document, or Save as completed to re-park the document and commit budget.

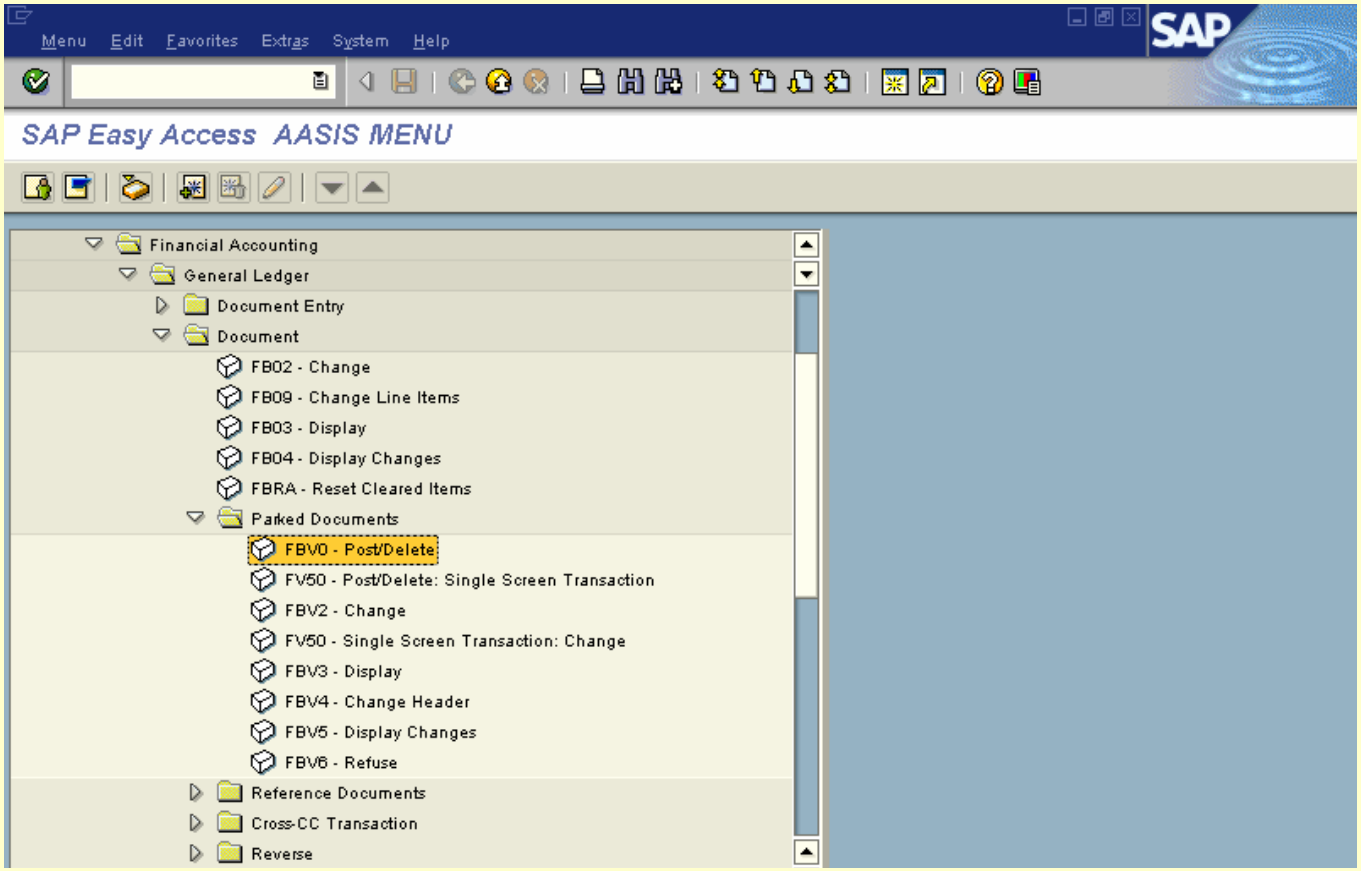


Note that the system takes you to transaction FV60 for editing.

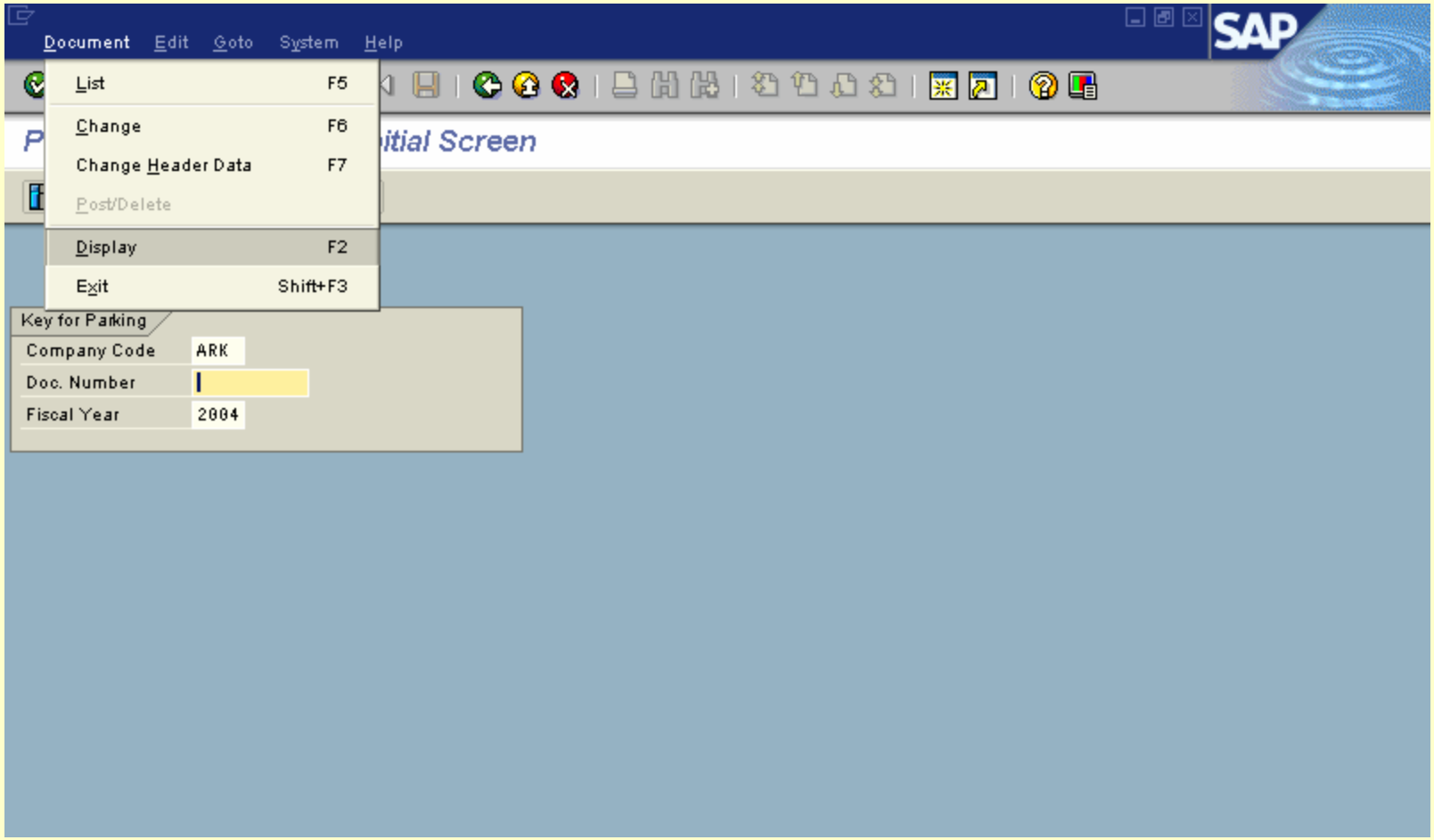
DIRECT INVOICING

D. Display and Post a Parked Direct Invoice

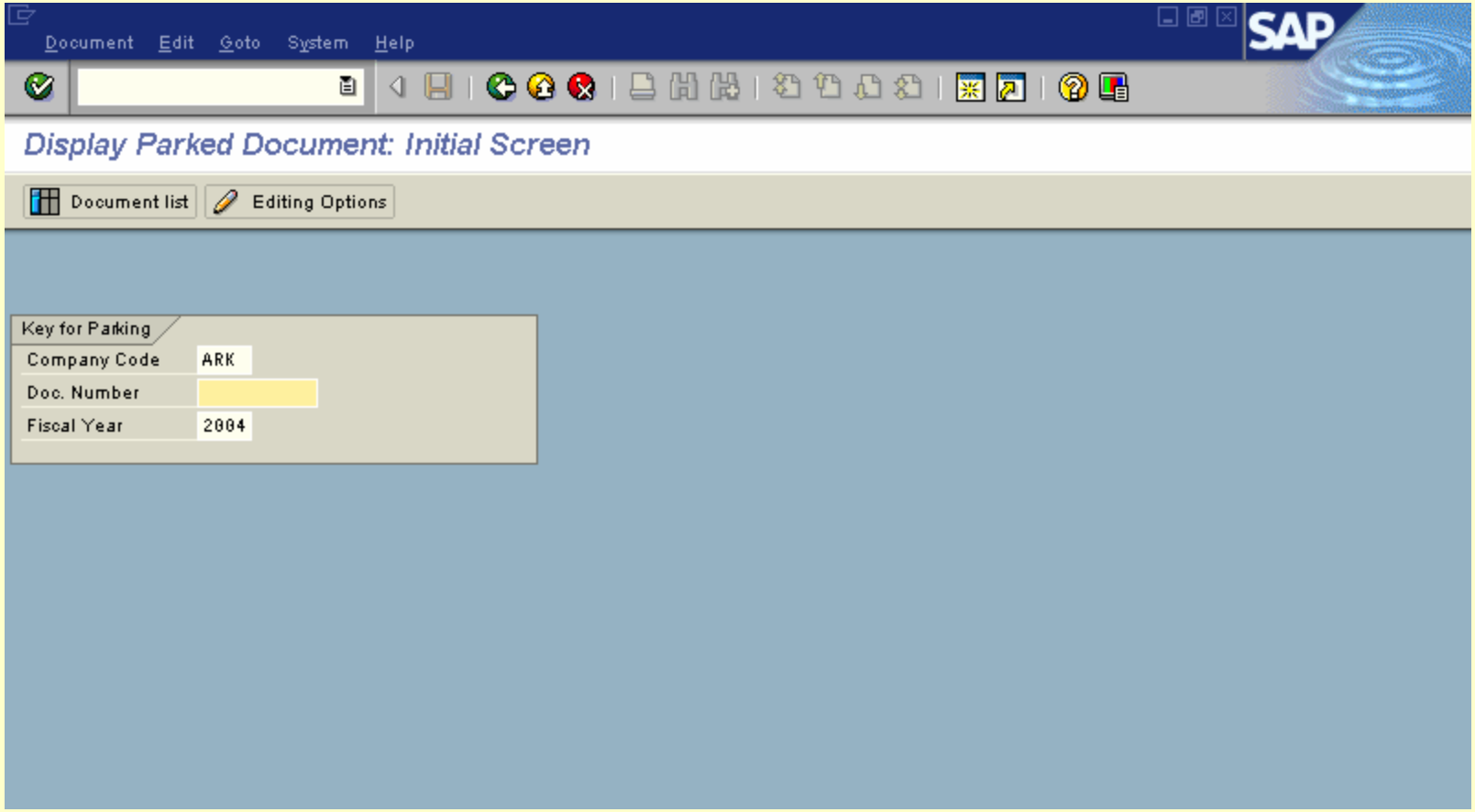
FBV0



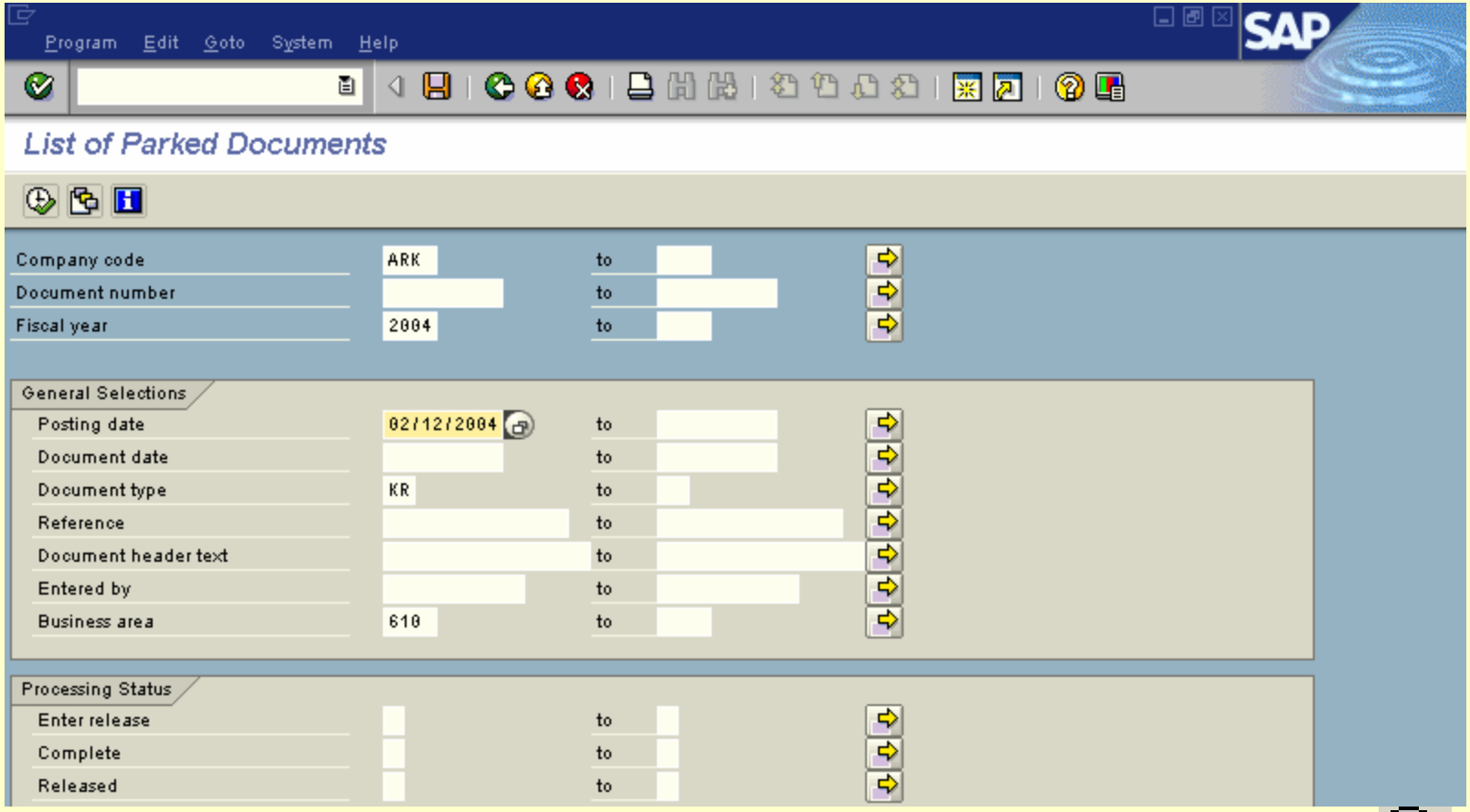
FBV0 is used both to display and post parked direct invoices.



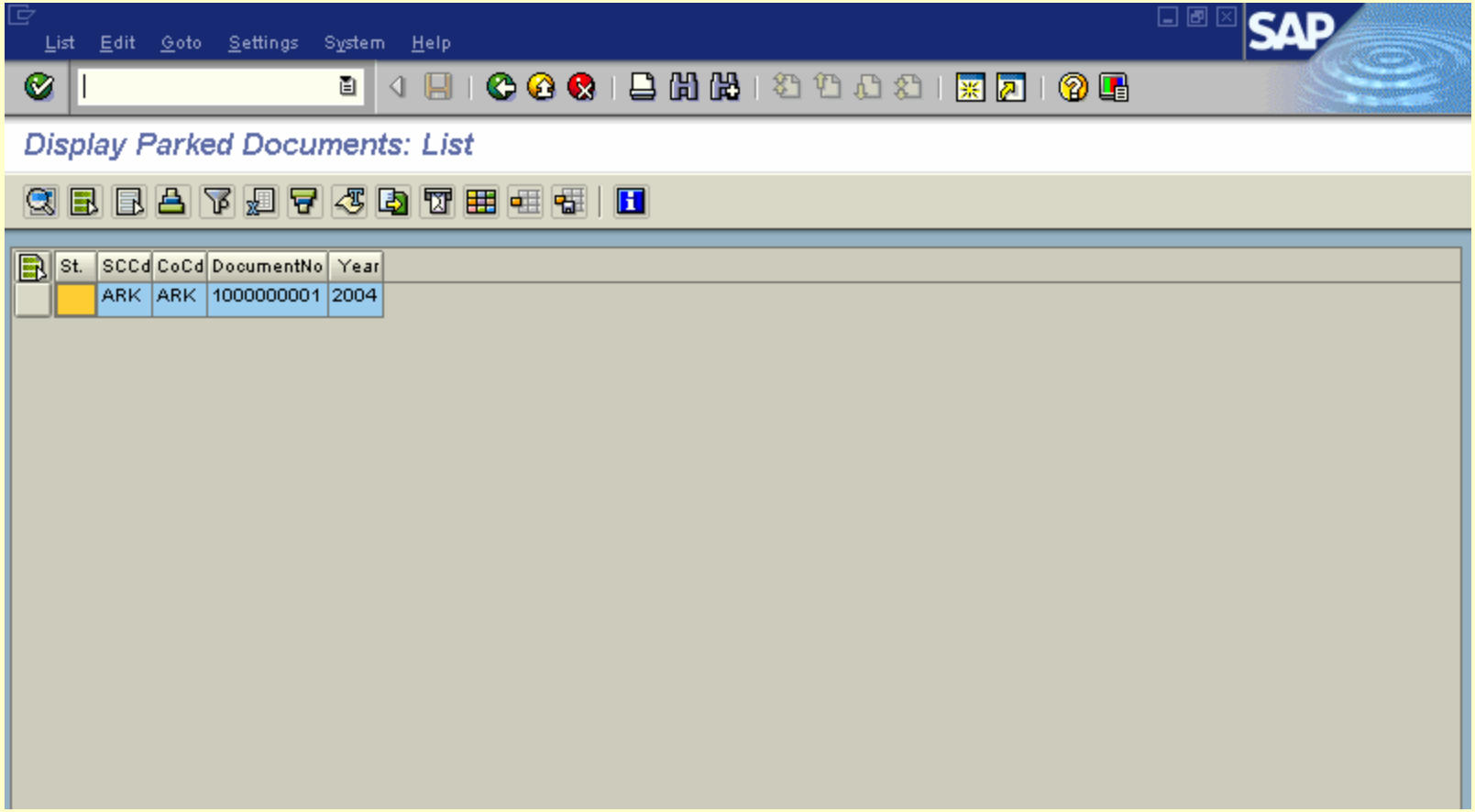
Enter the company code (always ARK) and the Fiscal year. Enter the display mode by clicking Document > Display from the menu.



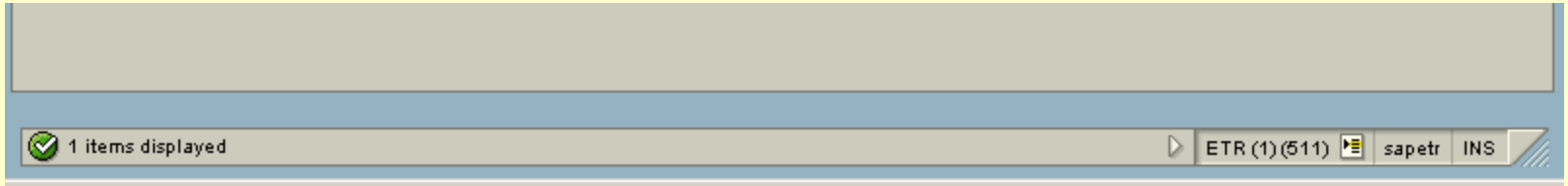
Note that the screen has changed from Post to Display Parked Document initial screen. Click Document list to search for the document that you want to post.

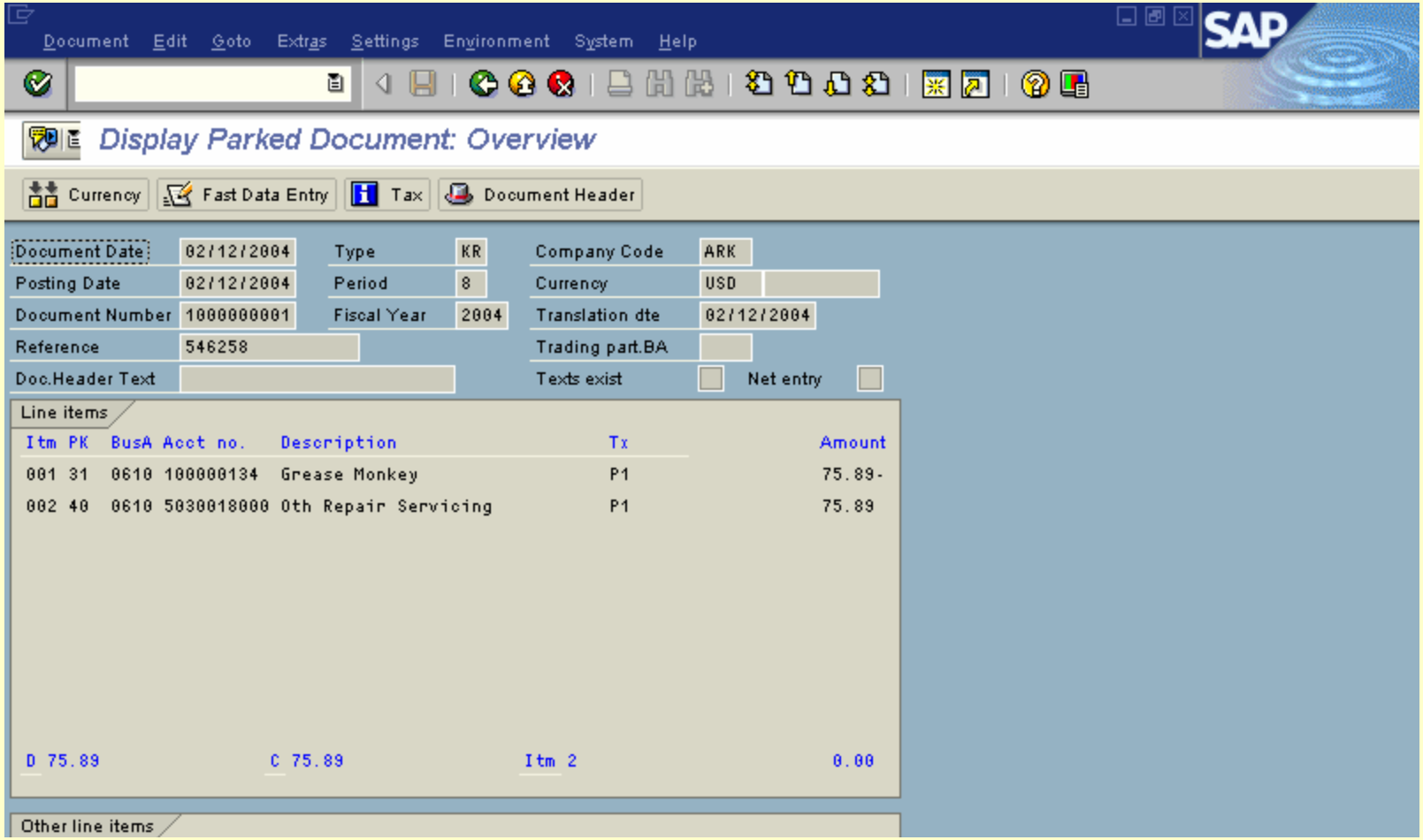


Use the selection screen to narrow the list as desired. Execute.

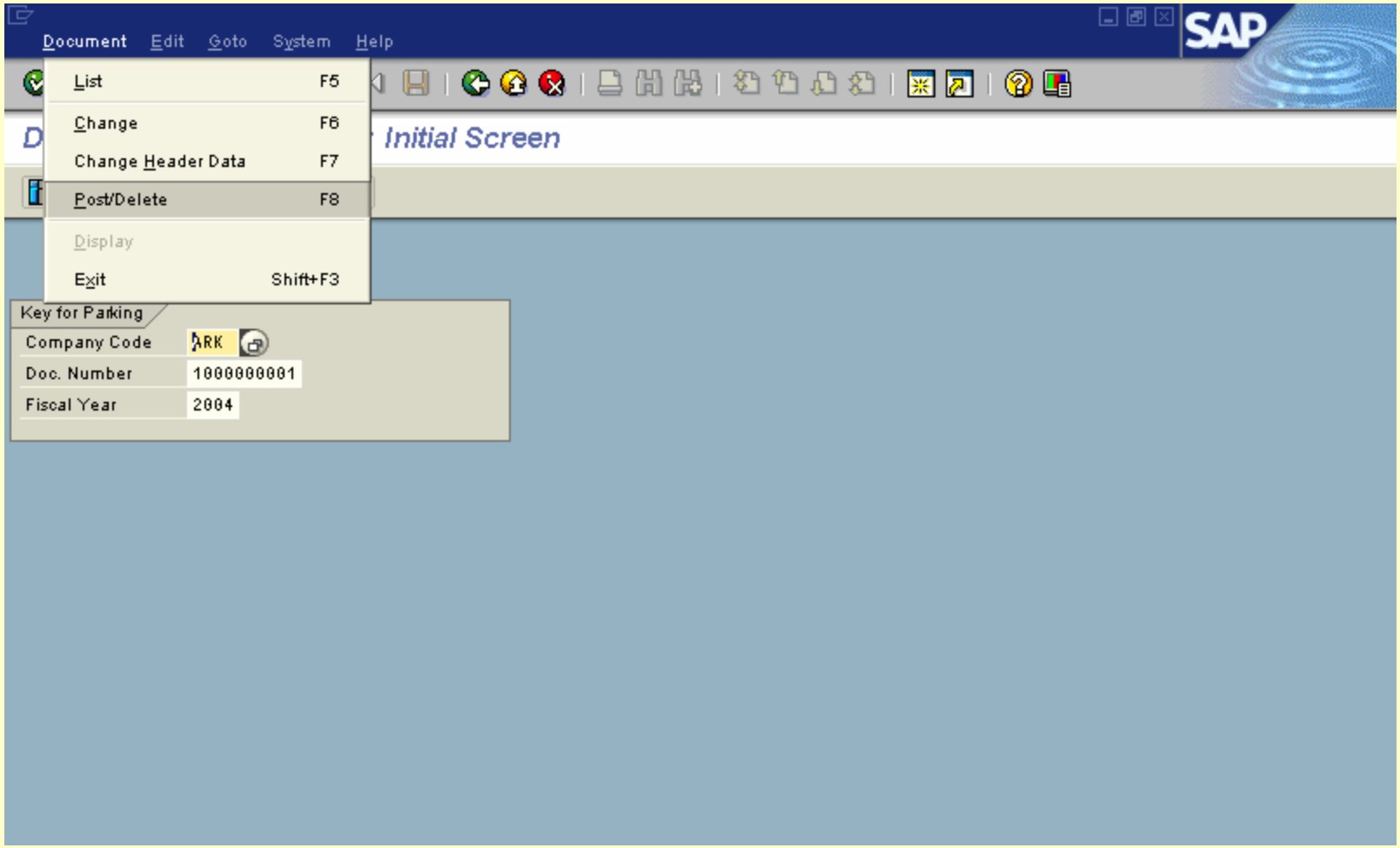


Double-click on the document number to display it.

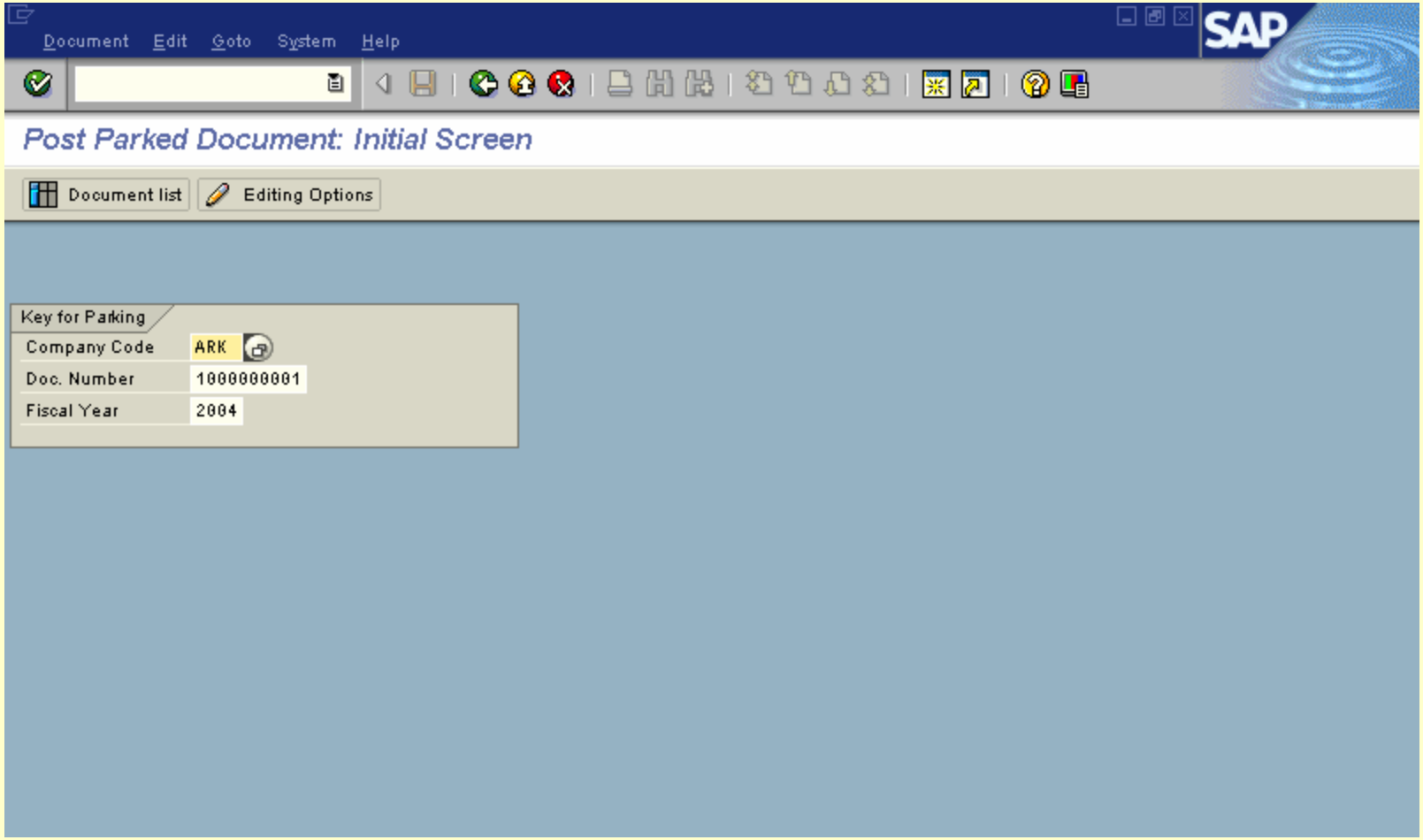




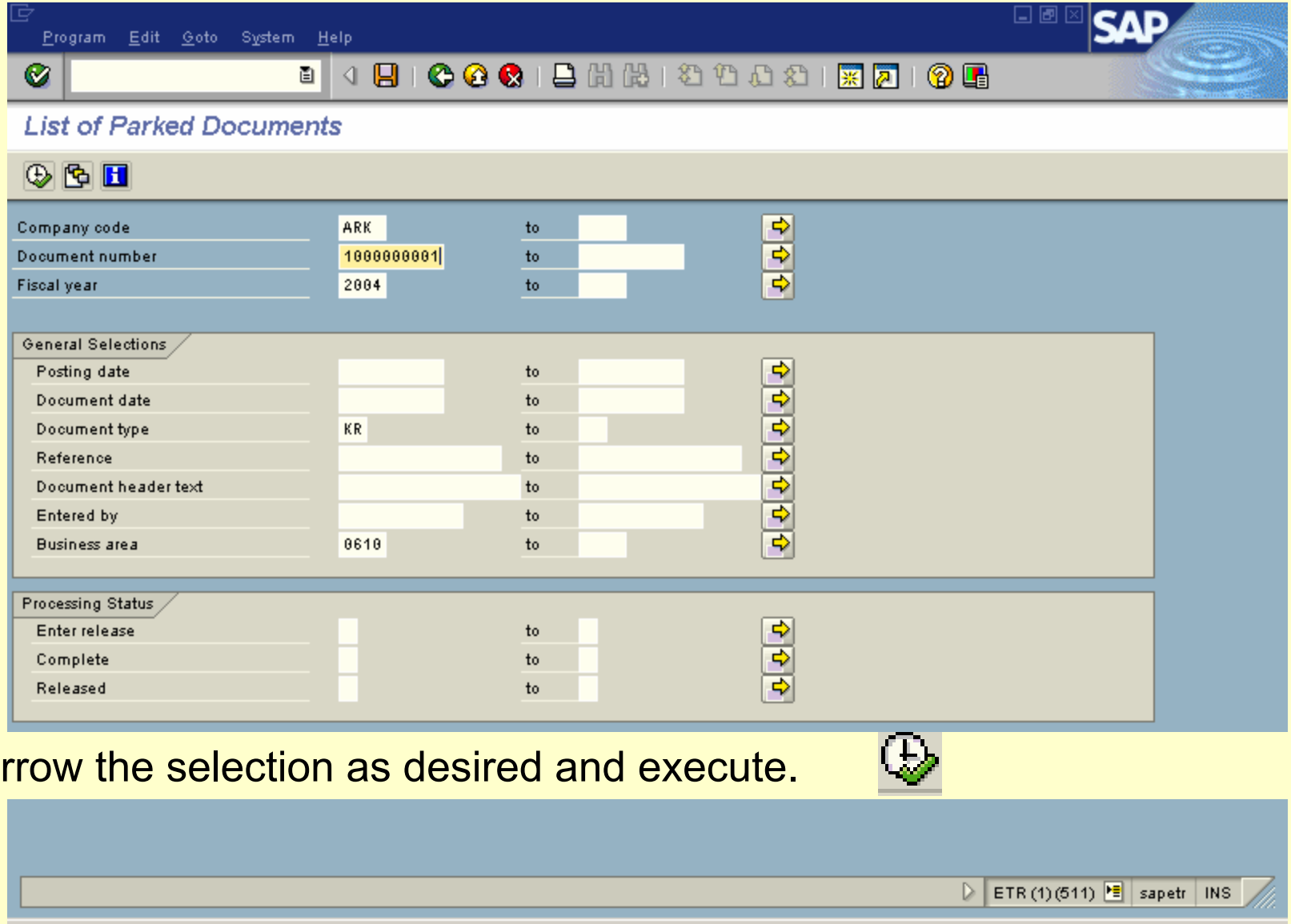
The document is displayed. It is not possible to change the document from this screen. Documents with errors will have to be returned to the Accounts Payable Posting Specialist. When finished viewing, click the back button three times to return to the initial screen.



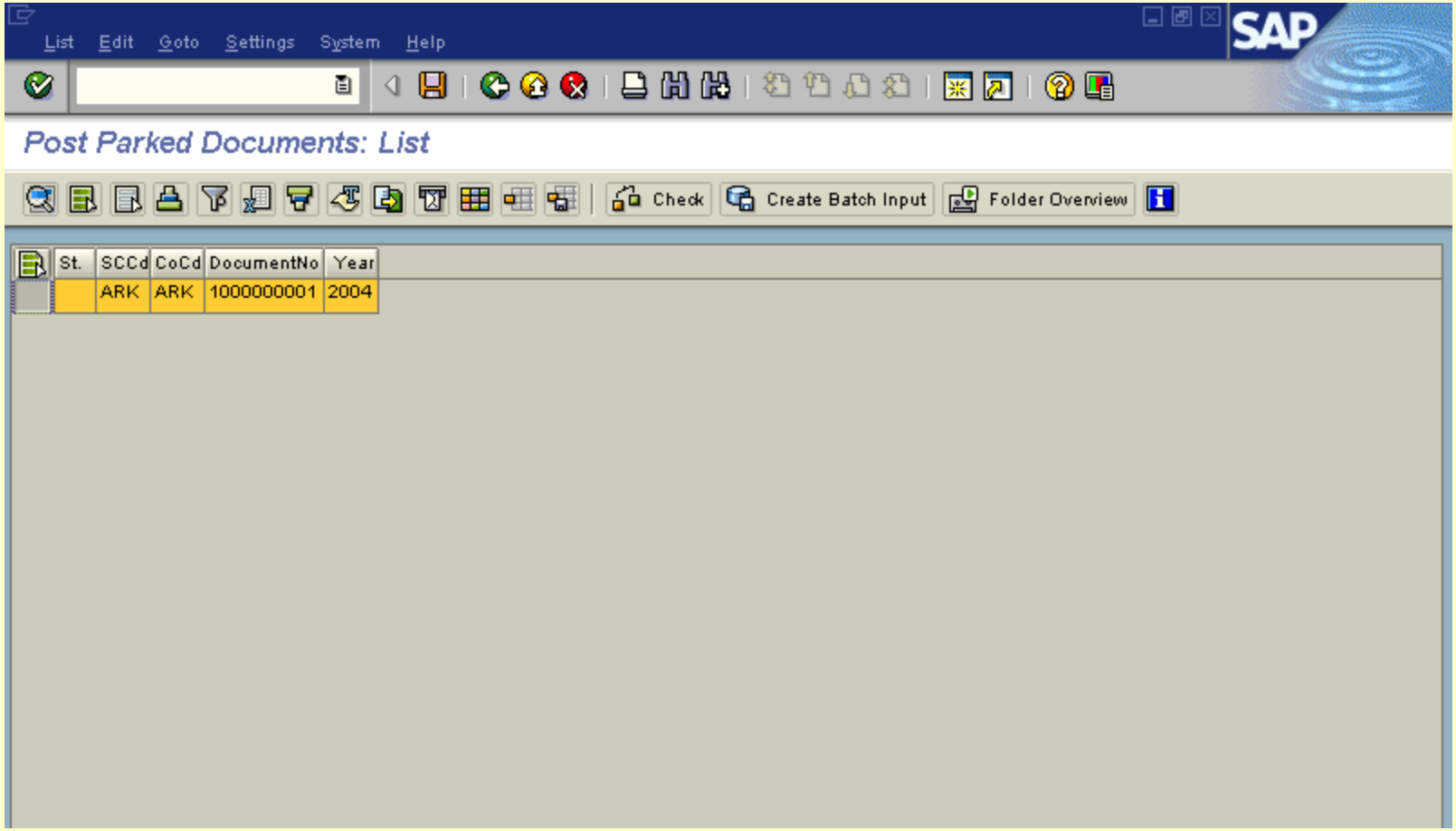
From the menu, select Document > Post/Delete.



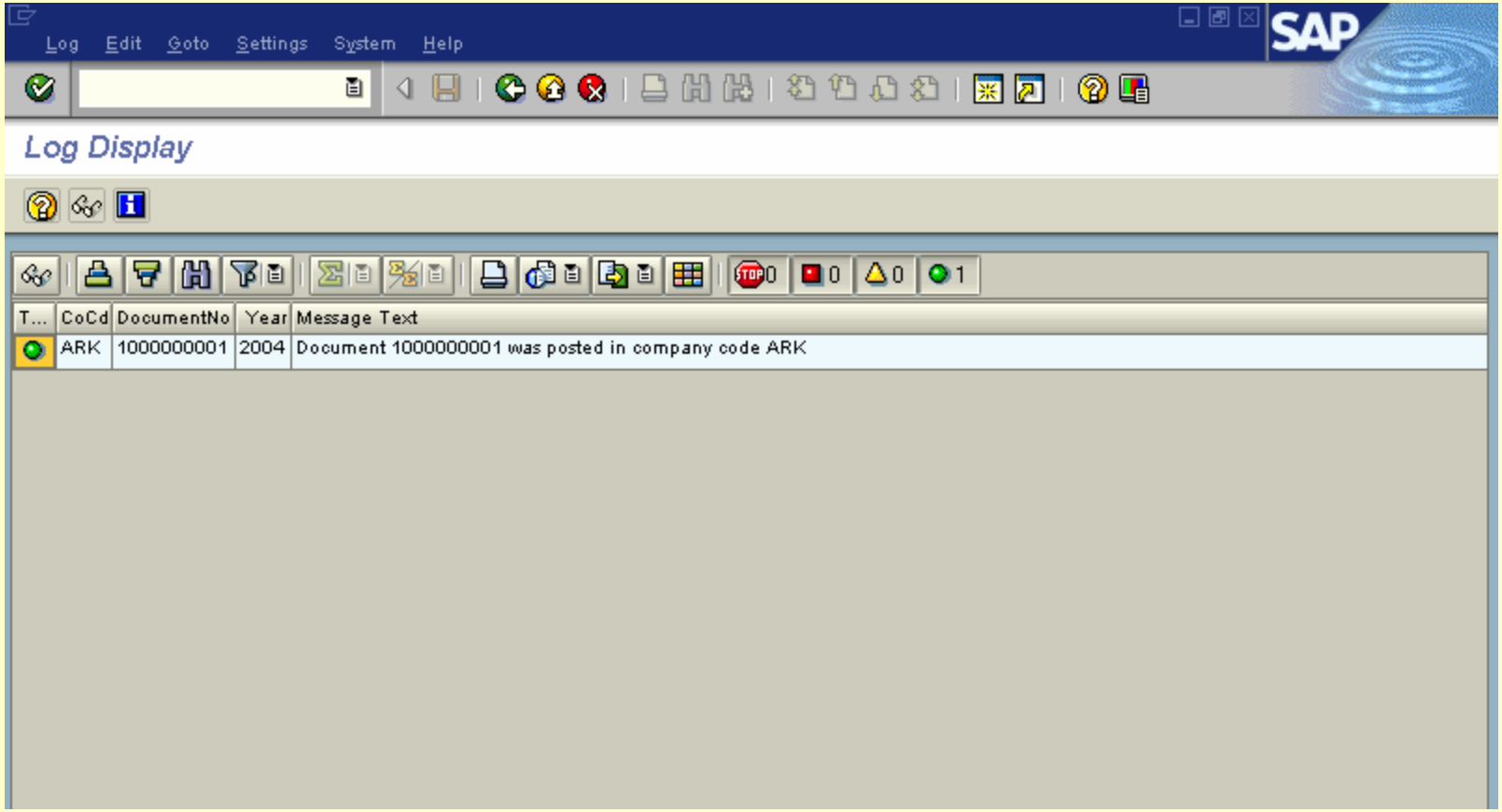
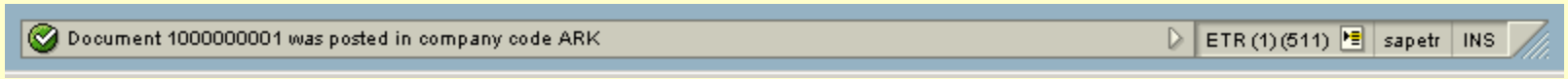
The screen is now in the Post mode. Click on Document list.



Narrow the selection as desired and execute.



Select the document that you want to post by clicking the gray box next to the document. The selected document will be highlighted in yellow. You can select multiple documents by clicking while holding down the control key. Post by clicking the diskette icon.



A message will appear, giving the posted document number. Note that the posted document retains the same number it had when it was parked.